



## CITY OF BARABOO COMMON COUNCIL AGENDA

Council Chambers, 101 South Blvd., Baraboo, Wisconsin

Tuesday, April 14, 2020, 7:00 P.M.

This meeting is open to the public. With the health concerns regarding COVID-19, the public is strongly encouraged to view the meeting remotely by watching Channel 982. Anyone appearing in person will be required to socially distance themselves.

**Remote participation by Council Members and the public is allowed and encouraged.**

**Conference Call Number: 1-414-662-3639**

**Conference Code Number: 391-269-713#**

**Regular meeting of the City of Baraboo Common Council, Mayor Mike Palm presiding.**

Notices Sent To Council Members: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek, and Vacant.

Notices Sent To City Staff, Media And Other Interested Parties: Admin. Downing, Atty. Truman, CDA Dir. Cannon, Clerk Zeman, DPW Dir./Engineer Pinion, Finance Dir. Haggard, Fire Chief Stieve, Library Dir. Bergin, Parks & Rec. Dir. Hardy, Police Chief Schauf, Street Super. Gilman, Utility Super. Peterson, Treasurer Laux, the Baraboo News Republic, WBDL, 99.7FM, Citizen Agenda Group, Media Agenda Group, *George Bonham, Brad Weirich*

1. **CALL TO ORDER.**

2. **ROLL CALL AND PLEDGE OF ALLEGIANCE.**

3. **APPROVAL OF PREVIOUS MINUTES.** *(Roll Call):* March 10, 2020 & March 17, 2020

4. **APPROVAL OF AGENDA.** *(Roll Call)*

5. **COMPLIANCE WITH OPEN MEETING LAW NOTED.**

6. **PRESENTATIONS:**

- Update from Fire Chief Kevin Stieve regarding our Emergency Operations
- Update from Sauk County Health Department

7. **PUBLIC HEARINGS** – *None Scheduled*

8. **PUBLIC INVITED TO SPEAK.** *(Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.)*

9. **MAYOR'S BUSINESS:**

- The Mayor would like to recognize Alderperson Dennis Thurow who retired from the City Council effective April 13, 2020.
- The Mayor would like to recognize Detective George Bonham of the Police Department on his 35<sup>th</sup> anniversary.
- The Mayor would like to recognize Brad Weirich of the Utilities Department on his 10<sup>th</sup> anniversary. Congratulations to both of you!
- Mayoral Appointment: The Mayor reappointed Dave Johnson, Ed White, Carolyn Wastlund, Nanci Caflisch to the Baraboo Economic Development Commission (BEDC) serving until February 28, 2023.
- Mayor would like to thank the public and City staff for their cooperation during the emergency, with a special note of appreciation going out to everyone who helped with the Spring Election.

10. **CONSENT AGENDA.** *(Roll Call)*

CA-1...Approve the accounts payable to be paid in the amount of \$\_\_\_\_\_.

CA-2...Approve the Operator's Licenses for those listed in the corresponding Resolution.

CA-3...CDA Budget Amendments for 4<sup>th</sup> Quarter 2019.

11. **ORDINANCES ON 2<sup>ND</sup> READING.**

SRO-1... Request to approve revision to §14.05 of the City's Municipal Code pertaining to the Building Code.

SRO-2...Request to approve adopting certain Sections of Chapters 940, 941, 942, 943, 944, 946, and 961 of the Wisconsin State Statutes by reference in Chapter 9 – Orderly Conduct of the City's General Code of Ordinances.

12. **NEW BUSINESS – RESOLUTIONS.**

NBR-1... Approve Preliminary Resolution declaring intent to levy Special Assessments in accordance with the Sidewalk Policy for new sidewalk on Tuttle Street, 9<sup>th</sup> Street, and 13<sup>th</sup> Avenue that will be installed as part of the 2020 Street Improvements.

NBR-2... Approve Street Improvement Projects and award of contracts.

NBR-3... Approve Noxious Weeds & Rank Growth Proposal and award of contract.

NBR-4... Approve STH 136 Median Mowing Proposals and award of contract.

NBR-5... Approve Storm Water Quality Management Plan Update and award of contract.

NBR-6... Approve Asbestos Testing and Sampling for the former Ringling Manor – St Mary's Hospital at 1208 Oak Street, and award of contract.

13. **NEW BUSINESS – ORDINANCES.**

NBO-1...Approve amending §12.02 of the Baraboo Municipal Code to allow the City Clerk to issue Operator's Licenses when the applicant meets the minimum requirements.

NBO-2...Approve adopting §2.03M of the Baraboo Municipal Code to allow remote participation at committee, board, commission and Council meetings.

NBO-3...Approve proposed revision to the Financial Hardship repayment provision for Special Assessments.

14. **ADMINISTRATOR AND COUNCIL COMMENTS.** *(Comments are limited to recognition of City residents and employees, memorials, and non-political community events; discussion of matters related to government business is prohibited.)*

- Update on the closing of City facilities
- 2020 Census update

15. **REPORTS, PETITIONS, AND CORRESPONDENCE.** The City acknowledges receipt and distribution of the following:

- **Reports:** Airport  
Treasurer  
Building Inspection  
Fire Dept.

- **Minutes from the Following Meetings:**

**Copies of these meeting minutes are included in your packet:**

Finance.....3-10-2020

BEDC.....3-5-2020

Public Safety.....2-24-2020

Airport.....3-12-2020

Administrative.....4-6-2020

Ambulance.....1-30-2020, 2-13-2020,  
Plan.....3-17-2020

3-3-2020, 3-5-2020

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**Copies of these meeting minutes are on file in the Clerk's office:**

PFC.....2-17-2020

CDA.....2-4-2020, 2-25-2020

Library.....2-4-2020, 3-17-2020

3-3-2020

- **Petitions and Correspondence Being Referred:** None

16. **ADJOURNMENT.** (*Voice Vote*)

Brenda Zeman, City Clerk

*For more information about the City of Baraboo, visit our website at [www.cityofbaraboo.com](http://www.cityofbaraboo.com)*

## APRIL

<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
	*Public Safety *Park & Rec	*Finance *Council	*BID	*UW Campus		
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
	*SCDC *PFC	*Council Re- Organizational *Plan *Library		*Emergency Management		
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>1</b>	<b>2</b>
		*Finance *Council	*Ambulance	*Public Arts		

**PLEASE TAKE NOTICE** - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format should contact the City Clerk at 101 South Blvd., Baraboo, WI or phone (608) 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

Agenda jointly prepared by D. Munz and B. Zeman

Agenda posted on 04/09/2020

**Council Chambers, Municipal Building, Baraboo, Wisconsin  
Tuesday, March 10, 2020 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Sloan, Kierzek, Thurow

Council Members Absent: Ellington

Others Present: Chief Schauf, Clerk Zeman, Adm. Downing, Atty. Truman, T. Pinion, C. Haggard, M. Hardy, K. Stieve, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Wedekind and carried to approve the minutes of February 25, 2020

Moved by Kent, seconded by Petty and carried to approve the agenda.

**Compliance with the Open Meeting Law was noted.**

**PRESENTATIONS** – The Baraboo High School FFA presented proceeds raised from a pancake breakfast to the Baraboo Fire Department.

**APPOINTMENT OF ALDERPERSON TO DISTRICT 7**

- Mayor Palm welcomed Scott Sloan. Moved by Wedekind, seconded by Petty and carried unanimously to approve the appointment of Scott Sloan as Alderperson for district #7, serving until April 21, 2020.
- City Clerk B. Zeman administered the Oath of Office to Scott Sloan, Alderperson for District #7.

**PUBLIC INVITED TO SPEAK** – None.

**MAYOR'S BUSINESS**

- The Mayor congratulated the following city staff on their March anniversaries:
  - Jarret Van Tassel – Public Works – 5 years
  - Trina Cromwell – Police Department – 10 years
  - Lori Laux – Treasurer – 20 years
- April 7, 2020 Spring Election and Presidential Preference Vote.
- Congressman Mark Pocan will hold a Town Hall on Tuesday, March 17, 2020 from 3:00 – 4:00 p.m. at the Baraboo City Hall.

**CONSENT AGENDA**

**Resolution No. 19-168**

THAT the Accounts Payable, in the amount of \$ 704,498.36 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

**Resolution No. 19-169**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

That the following budget amendments are authorized:

- 4th Quarter, 2019 City-Wide Supplemental Budget Amendments for \$1,391,538
- 4<sup>th</sup> Quarter, 2019 City-Wide Budgetary Transfers \$728,631

## 2019 4th Quarter Budget Amendments

Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Fire	100-21-48500-400	Donations - Designated Fund Balance	10,390	1,643	12,033
Fire	100-21-49300-400	Applied_Donations	4,837	202	5,039
Fire Protection	100-21-52200-392-400	Small Equipment - Designated	4,094	1,845	5,939
<i>To appropriate Donations for new pagers</i>					
Parks	870-52-48500-000	Donations and Contributions	46,500	2,758	49,258
Parks	870-52-55200-814-000	Equipment Purchases	-	2,758	2,758
<i>To appropriate Donations Recd for Bench</i>					
Parks	870-52-49300-000	Fund Balance Applied	66,348	3,800	70,148
Zoo	870-52-55410-861-000	Facilities Improvements	28,474	3,800	32,274
<i>To appropriate FB for Beaver Project Overrun</i>					
Library	850-51-48500-000	Donations and Contributions	10,000	5,000	15,000
Library	850-51-55110-300-000	Operating Expense	10,000	5,000	15,000
<i>To allocate budget for operating expense</i>					
General Government	560-10-43580-620	#NUM!	(54,700)	54,700	-
Economic Development	560-15-56710-720-000	Grants. Donations. Contribs	-	54,700	54,700
<i>To create budget for WEDC grant</i>					
Parks	250-52-49300-000	Fund Balance Applied	45,180	6,690	51,870
Parks	250-52-55200-821-000	Land or Land Improvements	20,880	6,690	27,570
<i>To approp impact fees for M-P garage demo overrun</i>					
Airport Revenue	630-35-48400-000	Insurance Recoveries	-	7,042	7,042
Airport	630-35-53510-280-000	Repair & Maint Serv-Facilities	2,630	7,042	9,672
<i>To appropriate Lightning Damage Repair Insurance Proceeds</i>					
Airport Revenue	630-35-46330-000	Gas Sales	6,100	4,981	11,081
Airport Revenue	630-35-48212-000	Hangar Lot Lease	20,000	1,535	21,535
Airport	630-35-53510-250-000	Repair & Maint Serv-Equipment	12,934	6,516	19,450
<i>To appropriate for addtl gas sales &amp; hanger leases</i>					
Fire	100-21-48300-000	Sale of Assets	300	1,611	1,911
Fire Protection	100-21-52200-392-000	Small Equipment Purchase	6,396	1,611	8,007
<i>To appropriate auction proceeds for tool chest</i>					
Airport Revenue	630-35-49300-000	Fund Balance Applied	21,726	8,682	30,408

Airport	630-35-53510-283-000	Runway & Taxi Repairs	1,100	7,100	8,200
Airport	630-35-53510-250-000	Repair & Maint Serv-Equipment	17,868	1,582	19,450
<i>To appropriate Fund Balance for Crack Fill &amp; Repairs</i>					
Airport Revenue	630-35-49300-000	Fund Balance Applied	8,682	21,726	30,408
Interest on Notes	630-35-58220-620-000	Interest	-	21,726	21,726
<i>To apply FB for interest on land loan from State</i>					
General Government	100-10-49300-000	Fund Balance Applied	859,018	22,990	882,008
Administration	100-14-51400-110-000	Salaries	152,751	9,309	162,060
Administration	100-14-51400-110-000	Salaries	152,060	10,000	162,060
Administration	100-14-51400-130-000	Social Security	11,687	1,432	13,119
Administration	100-14-51400-131-000	Retirement	13,178	746	13,924
Administration	100-14-51400-132-000	Health Insurance	21,623	1,503	23,126
<i>To appropriate FB for new Administrator wage/moving</i>					
BID	390-69-46850-000	BID Assessment	46,900	1,411	48,311
BID	390-69-49300-000	Fund Balance Applied	5,000	313	5,313
Community Development	390-69-56700-219-000	Accounting Services	800	1,724	2,524
<i>To BID Assessment additional revenue</i>					
Parks	250-52-49300-000	Fund Balance Applied	45,990	5,880	51,870
Parks	250-52-55200-821-000	Land or Land Improvements	21,690	5,880	27,570
<i>To appropriate FB for projects</i>					
Community Development Authori	220-67-43581-000	#NUM!	(799,528)	799,528	-
Community Development Authori	980-67-40601-000	Equity Applied	26,194	2,397	28,591
Community Development	220-67-56700-720-000	Grants. Donations. Contribs	-	799,528	799,528
CDA Administration	980-67-41000-530-000	Rents and Leases	1,609	2,397	4,006
<i>To create budget for State Grant &amp; Create budget for applied equity Donahue</i>					
Community Development Authori	981-67-40311-000	CDA-Rent Tenant	155,000	14,271	169,271
Community Development Authori	981-67-40340-100	CDA-Rent HUD	30,000	12,268	42,268
Community Development Authori	980-67-40601-000	Equity Applied	2,397	26,194	28,591
CDA Property Additions	981-67-75000-822-000	Building Improvements	5,000	13,247	18,247
CDA Ordinary Maint	981-67-44000-350-000	Repair & Maint Materials			

			14,500	7,166	21,666
CDA Ordinary Maint	981-67-44000-260-000	Repair & Maint Serv-Buildings	21,000	6,753	27,753
CDA Administration	981-67-41000-530-000	Rents and Leases	-	4,006	4,006
CDA Administration	981-67-41000-219-000	Accounting Services	1,600	2,039	3,639
CDA Administration	981-67-41000-310-000	Office Supplies	500	1,861	2,361
CDA Administration	981-67-41000-215-001	Prof Serv-Auditing	3,000	1,234	4,234
CDA Administration	981-67-41000-215-002	Prof Serv-Legal	750	1,400	2,150
CDA Administration	981-67-41000-215-000	Professional Services	-	943	943
CDA Ordinary Maint	981-67-44000-392-000	Small Equipment Purchase	1,500	1,368	2,868
CDA Extraordinary Maint	981-67-46000-260-000	Repair & Maint Serv-Buildings	5,000	739	5,739
CDA Ordinary Maint	981-67-44000-220-000	Telephone	-	700	700
CDA Ordinary Maint	981-67-44000-281-000	Snow Removal & Mowing	6,000	616	6,616
CDA Administration	981-67-41000-320-000	Publications. Training. Dues	500	505	1,005
CDA Administration	981-67-41000-330-000	Travel	500	303	803
CDA Administration	981-67-41000-343-000	Postage	275	282	557
CDA Administration	981-67-41000-390-000	Other Supplies & Expense	200	478	678
CDA Utilities	981-67-43000-221-000	Water & Sewer	4,000	545	4,545
CDA Utilities	981-67-43000-223-000	Natural Gas	1,000	646	1,646
CDA Utilities	981-67-43000-225-000	Garbage	4,000	841	4,841
CDA Utilities	981-67-43000-226-000	Stormwater	600	567	1,167
CDA Administration	981-67-41000-120-000	Wages	37,697	6,494	44,191
<i>To create budget for applied equity</i>					
Community Development Authori	983-67-40346-000	CDA-Loan Principal Payment	10,965	15,815	26,780
CDA Administration	983-67-41000-220-000	Telephone	-	68	68
CDA Administration	983-67-41000-510-000	Insurance	-	516	516
CDA Administration	983-67-41000-530-000	Rents and Leases	-	1,026	1,026
CDA Property Additions	983-67-75000-880-000	New Development Distribution	-	14,205	14,205
<i>To create budget for CDA Loan pymt contr</i>					
Community Development Authori	986-67-40601-000	CDA Equity applied	-	35,000	35,000

CDA Property Additions	986-67-75000-880-000	New Development Distribution	-	35,000	35,000
<i>To create budget for equity applied</i>					
Community Development Authori	989-67-40347-000	CDA-Loan Interest Income	-	6	6
CDA Administration	989-67-41000-390-000	Other Supplies & Expense	-	6	6
<i>To create budget for interest income</i>					
Community Development Authori	984-67-40346-000	CDA-Loan Principal Payment	1,895	270	2,165
Community Development Authori	984-67-40601-000	CDA Equity Applied	-	5,728	5,728
CDA Property Additions	984-67-91000-900-000	Cost allocation	3,760	5,998	9,758
<i>To create budget for cost allocation T/O</i>					
Fire	900-21-48110-000	Interest on Investments	150	154	304
Fire	900-21-49300-000	Fund Balance Applied	-	11,910	11,910
Fire Protection	900-21-52200-300-000	Operating Expense	16,000	12,064	28,064
<i>To create budget for payout expense</i>					
Library	100-51-46710-000	General Fund - Library	27,000	2,544	29,544
Library	100-51-55110-128-000	Merit Pay	4,488	2,544	7,032
<i>To allocate fund balance for merit increases</i>					
General Government	100-10-49300-000	Fund Balance Applied	875,390	6,618	882,008
Municipal Building	100-11-51640-223-000	Heat	12,351	6,618	18,969
<i>To apply fund balance bldg overrun</i>					
General Government	430-10-49300-000	Fund Balance Applied	1,916,803	1,220	1,918,023
PS/Admin Building	430-11-51640-612-000	Principal on Capital Lease	172,200	1,200	173,400
PS/Admin Building	430-11-51640-622-000	Interest on Capital Lease	338,063	20	338,083
<i>To appropriate FB for IMPCT Fee SHRTG</i>					
General Government	430-10-49300-000	Fund Balance Applied	1,898,930	19,093	1,918,023
Bridges	430-30-53330-821-000	Land Improvements	1,449	19,093	20,542
<i>To appropriate FB for budgeted PY project</i>					
General Government	100-10-49300-000	Fund Balance Applied	857,008	25,000	882,008
Independent Auditing	100-11-51510-215-000	Professional Services	45,450	25,000	70,450
<i>To appropriate FB for BDAS Audit</i>					
City Administrator	100-14--49300-000	Fund Balance Applied	21,220	280	21,500
Administration	100-14-51400-215-000	Professional Services	2,960	280	3,240
<i>To utilize fund balance for Mueller Communications_High School incident from 1st Quarter</i>					



General Government	430-10-49300-000	Fund Balance Applied	1,849,492	68,531	1,918,023
New Streets - Aidable	430-30-57330-215-000	Professional Services	-	62,068	62,068
New Streets - Aidable	430-30-57330-821-000	Land or Land Improvements	1,319,655	6,463	1,326,118
<i>To appropriate FB for BDAS Audit</i>					
Police	100-20-48500-400	Donations - Designated	2,200	526	2,726
Police	100-20-48500-480	Donations-Designate Prop/Equip	128	200	328
Police	100-20-49310-400	Fund Balance Applied-Desig	2,062	(406)	1,656
Police	100-20-49310-480	Don	301	(200)	101
Police Department	100-20-52110-390-400	Fund Bal Applied-Desig Equip	222	120	342
<i>To approp funds for Elks sponsorship and approp fund for police equipment from proper</i>					
Street Department	100-31-46391-000	Other Supp & Exp - Designated	6,000	2,297	8,297
Garbage & Refuse	100-31-53620-392-000	Sale of Garbage Carts	8,958	2,297	11,255
<i>To utilize fund balance for Mueller Communications_High School incident from 1st Quarter</i>					
Fire	100-21-48500-400	Small Equipment Purchase	7,122	4,911	12,033
Fire	100-21-49300-400	Donations - Designated	7,709	(2,670)	5,039
Fire Protection	100-21-52200-320-400	Fund Balance	119	154	273
Fire Protection	100-21-52200-340-400	Applied_Donations	466	213	679
Fire Protection	100-21-52200-346-400	Pubs. Training. Dues - Designa	8,760	1,210	9,970
Fire Protection	100-21-52200-390-400	Operating - Designated	27	184	211
Fire Protection	100-21-52200-392-400	Uniforms - Designated	5,459	480	5,939
<i>To approp addl revenue for sale of garbage cart</i>					
General Government	360-10-49300-000	Small Equipment - Designated	1,369	104,286	105,655
Transfer to TIF	360-10-59238-900-000	Fund Balance Applied	283,159	94,286	377,445
New Streets - Aidable	360-30-57330-821-000	Cost Reallocation	-	10,000	10,000
<i>To appropriate FB for TIF8 and Project</i>					
General Government	300-10-49120-000	Land or Land Improvements	-	46,905	46,905
Debt Issuance Costs	300-10-58300-630-000	Proceeds from Notes	1,434	46,905	48,339
<i>To use debt proceeds for issuance cost</i>					
General Government	370-10-49300-000	Issuance Costs	-	1,753	1,753
Interest on Advance	370-10-58290-620-000	Fund Balance Applied	1,200	1,665	2,865
		Interest on Advance			

Interest on Advance	370-10-58290-620-008	Interest on Advance - Non Guar	-	88	88
<i>To appropriate FB for interest expense</i>					
General Government	380-10-49300-000	Fund Balance Applied	-	36,145	36,145
Urban Development	380-10-56600-215-000	Professional Services	-	10,599	10,599
Urban Development	380-10-56600-226-000	Stormwater	1,035	1,138	2,173
Urban Development	380-10-56600-270-000	Special Services	-	21,701	21,701
Urban Development	380-10-56600-720-000	Grants. Donations. Contribs	7,500	95	7,595
Interest on Advance	380-10-58290-620-000	Interest	1,000	1,806	2,806
Urban Development	380-10-56600-110-000	Salaries	300	806	1,106
<i>To appropriate for urban development</i>					
Net impact on all city-wide funds' budgets				\$	1,391,538
<b>2019 4th Quarter Budget Amendments</b>					
Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Fire	100-21-48500-400	Donations - Designated	10,390	1,643	12,033
Fire	100-21-49300-400	Fund Balance Applied_Donations	4,837	202	5,039
Fire Protection	100-21-52200-392-400	Small Equipment - Designated	4,094	1,845	5,939
<i>To appropriate Donations for new pagers</i>					
Parks	870-52-48500-000	Donations and Contributions	46,500	2,758	49,258
Parks	870-52-55200-814-000	Equipment Purchases	-	2,758	2,758
<i>To appropriate Donations Recd for Bench</i>					
Parks	870-52-49300-000	Fund Balance Applied	66,348	3,800	70,148
Zoo	870-52-55410-861-000	Facilities Improvements	28,474	3,800	32,274
<i>To appropriate FB for Beaver Project Overrun</i>					
Library	850-51-48500-000	Donations and Contributions	10,000	5,000	15,000
Library	850-51-55110-300-000	Operating Expense	10,000	5,000	15,000
<i>To allocate budget for operating expense</i>					
General Government	560-10-43580-620	#NUM!	(54,700)	54,700	-
Economic Development	560-15-56710-720-000	Grants. Donations. Contribs	-	54,700	54,700
<i>To create budget for WEDC grant</i>					
Parks	250-52-49300-000	Fund Balance Applied	45,180	6,690	51,870
Parks	250-52-55200-821-000	Land or Land Improvements	20,880	6,690	27,570

*To approp impact fees for M-P garage demo overrun*

Airport Revenue	630-35-48400-000	Insurance Recoveries	-	7,042	7,042
Airport	630-35-53510-280-000	Repair & Maint Serv-Facilities	2,630	7,042	9,672

*To appropriate Lightning Damage Repair Insurance Proceeds*

Airport Revenue	630-35-46330-000	Gas Sales	6,100	4,981	11,081
Airport Revenue	630-35-48212-000	Hangar Lot Lease	20,000	1,535	21,535
Airport	630-35-53510-250-000	Repair & Maint Serv-Equipment	12,934	6,516	19,450

*To appropriate for addtl gas sales & hanger leases*

Fire	100-21-48300-000	Sale of Assets	300	1,611	1,911
Fire Protection	100-21-52200-392-000	Small Equipment Purchase	6,396	1,611	8,007

*To appropriate auction proceeds for tool chest*

Airport Revenue	630-35-49300-000	Fund Balance Applied	21,726	8,682	30,408
Airport	630-35-53510-283-000	Runway & Taxi Repairs	1,100	7,100	8,200
Airport	630-35-53510-250-000	Repair & Maint Serv-Equipment	17,868	1,582	19,450

*To appropriate Fund Balance for Crack Fill & Repairs*

Airport Revenue	630-35-49300-000	Fund Balance Applied	8,682	21,726	30,408
Interest on Notes	630-35-58220-620-000	Interest	-	21,726	21,726

*To apply FB for interest on land loan from State*

General Government	100-10-49300-000	Fund Balance Applied	859,018	22,990	882,008
Administration	100-14-51400-110-000	Salaries	152,751	9,309	162,060
Administration	100-14-51400-110-000	Salaries	152,060	10,000	162,060
Administration	100-14-51400-130-000	Social Security	11,687	1,432	13,119
Administration	100-14-51400-131-000	Retirement	13,178	746	13,924
Administration	100-14-51400-132-000	Health Insurance	21,623	1,503	23,126

*To appropriate FB for new Administrator wage/moving*

BID	390-69-46850-000	BID Assessment	46,900	1,411	48,311
BID	390-69-49300-000	Fund Balance Applied	5,000	313	5,313
Community Development	390-69-56700-219-000	Accounting Services	800	1,724	2,524

*To BID Assessment additional revenue*

Parks	250-52-49300-000	Fund Balance Applied	45,990	5,880	51,870
Parks	250-52-55200-821-000	Land or Land Improvements			

			21,690	5,880	27,570
<i>To appropriate FB for projects</i>					
Community Development Authority	220-67-43581-000	#NUM!	(799,528)	799,528	-
Community Development Authority	980-67-40601-000	Equity Applied	26,194	2,397	28,591
Community Development	220-67-56700-720-000	Grants. Donations. Contribs	-	799,528	799,528
CDA Administration	980-67-41000-530-000	Rents and Leases	1,609	2,397	4,006
<i>To create budget for State Grant &amp; Create budget for applied equity Donahue</i>					
Community Development Authority	981-67-40311-000	CDA-Rent Tenant	155,000	14,271	169,271
Community Development Authority	981-67-40340-100	CDA-Rent HUD	30,000	12,268	42,268
Community Development Authority	980-67-40601-000	Equity Applied	2,397	26,194	28,591
CDA Property Additions	981-67-75000-822-000	Building Improvements	5,000	13,247	18,247
CDA Ordinary Maint	981-67-44000-350-000	Repair & Maint Materials	14,500	7,166	21,666
CDA Ordinary Maint	981-67-44000-260-000	Repair & Maint Serv-Buildings	21,000	6,753	27,753
CDA Administration	981-67-41000-530-000	Rents and Leases	-	4,006	4,006
CDA Administration	981-67-41000-219-000	Accounting Services	1,600	2,039	3,639
CDA Administration	981-67-41000-310-000	Office Supplies	500	1,861	2,361
CDA Administration	981-67-41000-215-001	Prof Serv-Auditing	3,000	1,234	4,234
CDA Administration	981-67-41000-215-002	Prof Serv-Legal	750	1,400	2,150
CDA Administration	981-67-41000-215-000	Professional Services	-	943	943
CDA Ordinary Maint	981-67-44000-392-000	Small Equipment Purchase	1,500	1,368	2,868
CDA Extraordinary Maint	981-67-46000-260-000	Repair & Maint Serv-Buildings	5,000	739	5,739
CDA Ordinary Maint	981-67-44000-220-000	Telephone	-	700	700
CDA Ordinary Maint	981-67-44000-281-000	Snow Removal & Mowing	6,000	616	6,616
CDA Administration	981-67-41000-320-000	Publications. Training. Dues	500	505	1,005
CDA Administration	981-67-41000-330-000	Travel	500	303	803
CDA Administration	981-67-41000-343-000	Postage	275	282	557
CDA Administration	981-67-41000-390-000	Other Supplies & Expense	200	478	678
CDA Utilities	981-67-43000-221-000	Water & Sewer	4,000	545	4,545
CDA Utilities	981-67-43000-223-000	Natural Gas	1,000	646	1,646

CDA Utilities	981-67-43000-225-000	Garbage	4,000	841	4,841
CDA Utilities	981-67-43000-226-000	Stormwater	600	567	1,167
CDA Administration	981-67-41000-120-000	Wages	37,697	6,494	44,191
<i>To create budget for applied equity</i>					
Community Development Authori	983-67-40346-000	CDA-Loan Principal Payment	10,965	15,815	26,780
CDA Administration	983-67-41000-220-000	Telephone	-	68	68
CDA Administration	983-67-41000-510-000	Insurance	-	516	516
CDA Administration	983-67-41000-530-000	Rents and Leases	-	1,026	1,026
CDA Property Additions	983-67-75000-880-000	New Development Distribution	-	14,205	14,205
<i>To create budget for CDA Loan pymt contr</i>					
Community Development Authori	986-67-40601-000	CDA Equity applied	-	35,000	35,000
CDA Property Additions	986-67-75000-880-000	New Development Distribution	-	35,000	35,000
<i>To create budget for equity applied</i>					
Community Development Authori	989-67-40347-000	CDA-Loan Interest Income	-	6	6
CDA Administration	989-67-41000-390-000	Other Supplies & Expense	-	6	6
<i>To create budget for interest income</i>					
Community Development Authori	984-67-40346-000	CDA-Loan Principal Payment	1,895	270	2,165
Community Development Authori	984-67-40601-000	CDA Equity Applied	-	5,728	5,728
CDA Property Additions	984-67-91000-900-000	Cost allocation	3,760	5,998	9,758
<i>To create budget for cost allocation T/O</i>					
Fire	900-21-48110-000	Interest on Investments	150	154	304
Fire	900-21-49300-000	Fund Balance Applied	-	11,910	11,910
Fire Protection	900-21-52200-300-000	Operating Expense	16,000	12,064	28,064
<i>To create budget for payout expense</i>					
Library	100-51-46710-000	General Fund - Library	27,000	2,544	29,544
Library	100-51-55110-128-000	Merit Pay	4,488	2,544	7,032
<i>To allocate fund balance for merit increases</i>					
General Government	100-10-49300-000	Fund Balance Applied	875,390	6,618	882,008
Municipal Building	100-11-51640-223-000	Heat	12,351	6,618	18,969
<i>To apply fund balance bldg overrun</i>					
General Government	430-10-49300-000	Fund Balance Applied	1,916,803	1,220	1,918,023

PS/Admin Building	430-11-51640-612-000	Principal on Capital Lease	172,200	1,200	173,400
PS/Admin Building	430-11-51640-622-000	Interest on Capital Lease	338,063	20	338,083
<i>To appropriate FB for IMPCT Fee SHRTG</i>					
General Government	430-10-49300-000	Fund Balance Applied	1,898,930	19,093	1,918,023
Bridges	430-30-53330-821-000	Land Improvements	1,449	19,093	20,542
<i>To appropriate FB for budgeted PY project</i>					
General Government	100-10-49300-000	Fund Balance Applied	857,008	25,000	882,008
Independent Auditing	100-11-51510-215-000	Professional Services	45,450	25,000	70,450
<i>To appropriate FB for BDAS Audit</i>					
City Administrator	100-14--49300-000	Fund Balance Applied	21,220	280	21,500
Administration	100-14-51400-215-000	Professional Services	2,960	280	3,240
<i>To utilize fund balance for Mueller Communications_High School incident from 1st Quarter</i>					
General Government	430-10-49300-000	Fund Balance Applied	1,849,492	68,531	1,918,023
New Streets - Aidable	430-30-57330-215-000	Professional Services	-	62,068	62,068
New Streets - Aidable	430-30-57330-821-000	Land or Land Improvements	1,319,655	6,463	1,326,118
<i>To appropriate FB for BDAS Audit</i>					
Police	100-20-48500-400	Donations - Designated	2,200	526	2,726
Police	100-20-48500-480	Donations-Designate Prop/Equip	128	200	328
Police	100-20-49310-400	Fund Balance Applied-Desig Don	2,062	(406)	1,656
Police	100-20-49310-480	Fund Bal Applied-Desig Equip	301	(200)	101
Police Department	100-20-52110-390-400	Other Supp & Exp - Designated	222	120	342
<i>To approp funds for Elks sponsorship and approp fund for police equipment from proper</i>					
Street Department	100-31-46391-000	Sale of Garbage Carts	6,000	2,297	8,297
Garbage & Refuse	100-31-53620-392-000	Small Equipment Purchase	8,958	2,297	11,255
<i>To utilize fund balance for Mueller Communications_High School incident from 1st Quarter</i>					
Fire	100-21-48500-400	Donations - Designated	7,122	4,911	12,033
Fire	100-21-49300-400	Fund Balance Applied_Donations	7,709	(2,670)	5,039
Fire Protection	100-21-52200-320-400	Pubs. Training. Dues - Designa	119	154	273
Fire Protection	100-21-52200-340-400	Operating - Designated	466	213	679
Fire Protection	100-21-52200-346-400	Uniforms - Designated	8,760	1,210	9,970
Fire Protection	100-21-52200-390-400	Other Exp - Designated			

			27	184	211
Fire Protection	100-21-52200-392-400	Small Equipment - Designated	5,459	480	5,939
<i>To approp addl revenue for sale of garbage cart</i>					
General Government	360-10-49300-000	Fund Balance Applied	1,369	104,286	105,655
Transfer to TIF	360-10-59238-900-000	Cost Reallocation	283,159	94,286	377,445
New Streets - Aidable	360-30-57330-821-000	Land or Land Improvements	-	10,000	10,000
<i>To appropriate FB for TIF8 and Project</i>					
General Government	300-10-49120-000	Proceeds from Notes	-	46,905	46,905
Debt Issuance Costs	300-10-58300-630-000	Issuance Costs	1,434	46,905	48,339
<i>To use debt proceeds for issuance cost</i>					
General Government	370-10-49300-000	Fund Balance Applied	-	1,753	1,753
Interest on Advance	370-10-58290-620-000	Interest on Advance	1,200	1,665	2,865
Interest on Advance	370-10-58290-620-008	Interest on Advance - Non Guar	-	88	88
<i>To appropriate FB for interest expense</i>					
General Government	380-10-49300-000	Fund Balance Applied	-	36,145	36,145
Urban Development	380-10-56600-215-000	Professional Services	-	10,599	10,599
Urban Development	380-10-56600-226-000	Stormwater	1,035	1,138	2,173
Urban Development	380-10-56600-270-000	Special Services	-	21,701	21,701
Urban Development	380-10-56600-720-000	Grants. Donations. Contribs	7,500	95	7,595
Interest on Advance	380-10-58290-620-000	Interest	1,000	1,806	2,806
Urban Development	380-10-56600-110-000	Salaries	300	806	1,106
<i>To appropriate for urban development</i>					
				\$	
Net impact on all city-wide funds' budgets				1,391,538	

**Resolution No. 19-170**

THAT the City Clerk be authorized to issue the following Operator's Licenses:

- Tepanga Peschl, Baraboo Burger Company
- Dana Qualy, Al. Ringling Theatre
- Justine DeFosse, Zach's Bar
- Dawn Wilson, Square Tavern

Moved by Petty, seconded by Kent and carried that the Consent Agenda be approved-8 ayes.

**ORDINANCES ON 2<sup>ND</sup> READING**

Moved by Kolb, seconded by Plautz and carried unanimously to approve the 2<sup>nd</sup> reading of **Ordinance No. 2545** repealing and recreating City Ordinance §11.07, Solid Waste and Recyclable Collection.

**NEW BUSINESS - RESOLUTIONS****Resolution No. 19-171**

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:**

The Common Council grants a special exemption to Dakota Traver allowing him to keep four dogs in his residence until two of the four dogs passes, after which time he will be allowed to keep no more than two dogs in his residence. The exemption also requires Dakota Traver to remain in compliance with §12.12(12) of the Baraboo Municipal Code for the duration of the time the four dogs are kept in the residence.

Moved by Wedekind, seconded by Kolb and carried that **Resolution No. 19-171** be approved-8 ayes.

**Resolution No. 19-172**

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:**

The Common Council grants a special exemption to Tracy Blake allowing her to keep four dogs in her residence until one of the three dogs passes, after which time she will be allowed to keep no more than two dogs in her residence. The exemption also requires Tracy Blake to remain in compliance with §12.12(12) of the Baraboo Municipal Code for the duration of the time the three dogs are kept in the residence.

Moved by Kierzek, seconded by Sloan and carried that **Resolution No. 19-172** be approved-8 ayes.

**Resolution No. 19-173**

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:**

The Common Council grants a special exemption to Russell Fenske allowing him to keep two dogs and four cats in his residence until two of the four cats passes, after which time he will be allowed to keep no more than two dogs and two cats in his residence. The exemption also requires Russell Fenske to remain in compliance with §12.12(12) of the Baraboo Municipal Code for the duration of the time the two dogs and four cats are kept in the residence.

Moved by Kolb, seconded by Petty and carried that **Resolution No. 19-173** be approved-8 ayes.

**Resolution No. 19-174**

THAT the Mayor, Fire Chief and City Clerk are authorized to sign the Fire Department/DNR Memorandum of Understanding for Mutual Aid and Fire Suppression Services with the Wisconsin Department of Natural Resources.



Moved by Wedekind, seconded by Petty and carried that **Resolution No. 19-174** be approved-8 ayes.

**Resolution No. 19-175**

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

That, effective upon passage of this Resolution by the Common Council, the City's Employee Personnel Policy and Procedure Handbook ("Handbook") is amended as follows:

- Removal of the Employee Performance Appraisal Process and Pay Plan Implementation Guidelines ("Guidelines") from the appendix of the Handbook, with direction to the City Administrator to update the Guidelines and present the Guidelines to the Council, by way of the Finance/Personnel Committee, as a standalone policy.

Moved by Wedekind, seconded by Plautz and carried that **Resolution No. 19-175** be approved-8 ayes.

**Resolution No. 19-176**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

That the following project amounts are re-appropriated from the 2019 City Budget surplus to the 2020 Budget:

Department	Project	Amount
Parks	Civic Center Park Office Remodel	
	Reduction of Original	(28,000)
	Increased by unspent amount	11,825
	Net reduction	(16,175)
Parks	Community Gardens Gravel Bed	11,000
Parks	Zoo Restrooms	25,000
	Total All	<u>\$ 19,825</u>

Moved by Petty, seconded by Kent and carried that **Resolution No. 19-176** be approved-8 ayes.

**Resolution No. 19-177**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

That the Finance Department is authorized to research the most advantageous way of financing the additional amount necessary to complete the Maxwell-Potter Conservancy kayak launch, in the amount of approximately \$57,000, and

That the Mayor and City Clerk are authorized to execute any necessary agreement for the acceptance of the debt, which has been determined by the Finance Department to be the most advantageous to the City.

**Resolution No. 19-178**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

THAT the Maxwell-Potter Conservancy kayak launch engineering and construction management contract from MSA Professional Services be accepted and that the Mayor and City Clerk be authorized to sign the contract in the amount of \$19,000.

**Resolution No. 19-179****Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

THAT the Maxwell-Potter Conservancy kayak launch construction bid submitted by Meise Construction, Inc., in the amount of \$197,939.00 is hereby accepted and the Mayor and City Clerk are authorized to execute the corresponding contract on behalf of the City.

Moved by Sloan, seconded by Wedekind to approve **Resolution No. 19-177, 19-178, and 19-179** as a slate.

**NEW BUSINESS - ORDINANCES**

Moved by Kolb, seconded by Sloan and carried unanimously to approve the 1<sup>st</sup> reading of **Ordinance No. 2546** approving revision to § 14.05 of the City's Municipal Code pertaining to the Building Code.

**THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:**

1. Section 14.05 of the Baraboo Municipal Code is amended as follows:

**14.05 APPLICATION OF STATE CODES.** The Uniform Dwelling Code - Department of Safety and Professional Services (DSPS) Chs. 316, 320 through 325, 360 through 366, and 375 through 387, the State Flammable, Combustible, and Hazardous Liquids Code – Agriculture, Trade, and Consumer Protection (ATCP) Ch. 93, and the State Well Drilling Code – Natural Resources (NR) 812 of the Wisconsin Administrative Code are hereby adopted by reference and the Building Inspector shall enforce the provisions thereof. Any violation of said codes or amendments thereto shall constitute a violation of this code, whether unlawful building alteration, installation, moving or construction involved is specifically covered by other provisions of this code or not, and shall render the violator liable to the penalties contained herein. Any future amendments, revisions, or modifications of the code provisions incorporated herein are intended to be made a part of this chapter. (2/12/2020)

2. This Ordinance shall take effect upon passage and publication as provided by law.

Moved by Kolb, seconded by Wedekind to approve the 1<sup>st</sup> reading of **Ordinance No. 2547** adopting certain Sections of Chapters 940, 941, 942, 943, 944, 946, and 961 of the Wisconsin State Statutes by reference in Chapter 9 – Orderly Conduct of the City's General Code of Ordinances.

**THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:**

1. Section 9.01 of the Baraboo Municipal Code is amended as follows:

9.01 OFFENSES AGAINST STATE LAWS SUBJECT TO FORFEITURE. The following statutes following the prefix "9" defining offenses against the peace and good order of the State are adopted by reference to define offenses against the peace and good order of the City, provided the penalty for commission of such offenses hereunder shall be limited to a forfeiture imposed under §25.04 of this Code. (2323 10/27/2009; 2339 06/06/2010; 2366 10/11/2011; 2380 06/12/2012; 2459 07/11/2017, XXXX)

9.101.123	Smoking Prohibited in Public Places	9.944.25	Sending Obscene or Sexually Explicit Electronic Messages
9.134.65	Cigarette and Tobacco Products Retail License	9.946.31	Perjury
9.940.19(1)	Battery	9.946.32	False Swearing
9.941.10	Negligent Operation of Vehicle	9.947.01	Disorderly Conduct
9.941.10	Negligent Handling of Burning Material	9.947.013	Harassment
9.941.327	Tampering with Household Products	9.943.212	Defrauding a Hotel, Restaurant, Recreation Attraction, Taxi, or Gas Station
9.942.01	Defamation	9.943.215	Absconding without Paying Rent
9.942.08	Invasion of Privacy	9.943.24	Issuance of Worthless Checks
9.942.09	Representations depicting Nudity	9.961.41(3g)	Possess/Attempt to Possess Controlled Substance without Prescription
9.943.01(1)	Criminal Damage to Property (Where Damage is less than \$200)	9.961.573(1)	possession of Drug Paraphernalia
9.943.017	Graffiti	9.961.43(1)	Obtain/Attempt to Obtain Prescription by Fraud or Misrepresentation
9.943.11	Entry into Locked Vehicle	9.943.13(1m)(c)	Enters or remains on property while concealed carry when notified not to enter or remain.
9.943.13	Trespass to Land	9.947.0125	Unlawful Use of Computerized Communication Systems.
9.943.11	Trespass to dwellings	9.948.45	Contributing to Truancy
9.943.20	Theft (Less Than \$100)		
9.943.50	Shoplifting		
9.943.61	Theft of Library Material		
9.944.20	Lewd and Lascivious Behavior		

2. This Ordinance shall take effect upon passage and publication as provided by law.

**COMMITTEE OF THE WHOLE**

Moved by Sloan, seconded by Kolb to convene as a Committee of the Whole to discuss the procedure for the acquisition and/or demolition of the former St. Mary's Memorial Hospital at 1208 Oak Street.

City Engineer T. Pinion explained that this building has become a nuisance over the past few years. The City is constantly taking care of it by removing snow and ice from the sidewalks, mowing the lawn, and securing the building. It is clear that no one is going to step up to take care of this building. The City has already developed a concept plan which is predicated on this site's redevelopment with multi-family residential property. The cost estimate of \$500,000 is still accurate. The money is included in this year's budget under other revenue sources, to possibly include grant money and money from TID 6. In order to be eligible for grant money, the City of Baraboo would have to take ownership of this property. We can petition the County to take the property; however, they have 180 days to "gift" it back to the petitioning municipality at zero cost. The total amount that has accumulated to date in delinquent tax payments, interest, and penalties is roughly \$110,000. At this point, the City is looking for direction on this.

Ald. Kolb questions if Baraboo Luxury Apartments still owns this property. T. Pinion confirms that they no longer own the property as the LLC has been administratively dissolved. Our two options are to petition the Circuit Court for title or less expensively, we can petition the County to take the property as a contaminated property. Once they do that, they can "gift" the property back to us.

Ald. Wedekind would like to see something done with this now; it's not going to go away and we should act before TID 6 closes in 2023.

Ald. Sloan questions the additional financial risks of taking ownership? T. Pinion advises the total costs to be \$500,000 if we don't receive any grants; we've got the money from TID 6 to pay for this and we would potentially have 5 lots to sell. Based on the historical use, there is definitely the potential for contaminated ground. Hopefully, we would be able to obtain a grant for the cleanup of any contaminated soil. The \$500,000 includes asbestos testing, asbestos abatement, demolition, and grading of the site.

Ald. Kent questions how much of the property does this building sit on? The building is sitting on approximately 3 city lots.

Ald. Petty feels that anyone looking to rehabilitate this property will be looking for a significant amount of funding through the City to help offset their costs.

The Council is in agreement for City staff to pursue our options with this property.

Moved by Kolb, seconded by Wedekind to reconvene into regular session.

**ADMINISTRATOR AND COUNCIL COMMENTS**

Adm. Downing noted that the 2020 Census is coming soon. Please watch your mail for the questionnaires. Every person that does not complete the census is \$3,200 in Federal dollars that the City does not receive.

**REPORTS, PETITIONS, AND CORRESPONDENCE**

The City officially acknowledges receipt and distribution of the following:

- **Reports:**
  - 4<sup>th</sup> Qtr. 2019 Financial Statement
  - 4<sup>th</sup> Qtr. 2019 Baraboo Transit Service Financial Statement
  - February 2020 Building Inspection Report
- **Minutes from the Following Meetings:**

**Finance/Personnel Committee–Dennis Thurow Committee Room, #205****February 25, 2020****Members Present:** Petty, Thurow, Kent**Absent:****Others Present:** Mayor Palm, Adm. Downing, Atty. Truman, B. Zeman, C. Haggard, T. Pinion, M. Schauf, members of the press

**Call to Order** –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Thurow to approve the minutes of February 11, 2020 and carried unanimously. Moved by Kent, seconded by Thurow to approve the agenda and carried unanimously.

**Action Items**

- a) **Accounts Payable** – Moved by Kent, seconded by Thurow to recommend to Council for approval of the accounts payable for **\$1,185,103.80**. Motion carried unanimously.
- b) **Increase in session rate to \$15 per session for Baraboo Crossing Guards** – Police Chief Schauf noted that the last pay increase for Crossing Guards was back in 2006. Because the 2020 budget does include the increase, there will be no budget implications. We currently have 6 Crossing Guard positions but only 2.5 of these positions are currently filled. Moved by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- c) **Purchase of 2020 Freightliner SD114 chassis and a 2020 Henderson Body/Universal Truck Plow Equipment for \$170,479.00** – City Engineer T. Pinion stated that this is a budgeted item that is about \$5,000 more than budget estimates; there is sufficient money in the equipment replacement fund to cover this. Some of the increases are recommendations from the new mechanic. The City also purchased a new chipper, demonstration model, for approximately \$25,000 less than was expected; the \$5,000 increase for this truck will be taken from these savings. Traditionally, the plow truck that is being replaced will go to the Airport and the truck being used at the Airport will be sold; proceeds from this sale will be divided. Moved by Thurow, seconded by Kent to recommend to Council for action. Motion carried unanimously.

**Information Items**

- a) **Attorney Report on Claims – Claim Denial: Donald Stoller, skip and fall at post office**
- b) **Update on parking ticket ordinance review** – Atty. Truman noted that she is still working on this. Chief Schauf explained that he received a wide range of thought from his officers regarding this. General consensus would be to increase certain violations while leaving some the same.

**Adjournment** – Moved by Kent, seconded by Thurow and carried to adjourn at 6:32pm.

**Minutes of the Public Safety Committee Meeting****February 24, 2020**

**Members Present:** Phil Wedekind and Tom Kolb. Mike Plautz was absent. **Others Present:** Kennie Downing, Emily Truman, Mark Schauf, Kevin Stieve, Tom Pinion, Wade Peterson, and Tony Gilman.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Wedekind to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Wedekind to approve the minutes of the January 27, 2020 meeting. Motion carried unanimously.

**New Business**

- a. **Review Bid Tabulations for 2020 PW Projects and recommend award of contracts** – Pinion presented the bid tabulation for the six proposals. He recommends all contracts be awarded to the low bidder. It was moved by Kolb, seconded by Wedekind to accept the low bid on all six proposals. Motion carried unanimously.
- b. **Review Proposals for Concrete Grinding and recommend award of contract** – It was moved by Kolb, seconded by Wedekind to accept the low proposal on the Concrete Grinding and Concrete Leveling. Motion carried unanimously.
- c. **Review Proposals for Concrete Leveling and recommend award of contract** – See Concrete Grinding above.
- d. **Review and approve design and placement of new Wayfinding Signs** – Pinion presented the background to Committee. He said that the Chamber is proposing to remove all existing wayfinding signage and provide 30 new signs, 17 of which would be located within the City. He said that because these signs are not official traffic signs, the Committee's approval is necessary for the signs to be placed in the public right-of-way. It was moved by Kolb, seconded by Wedekind to approve the design and placement of new Wayfinding Signs. Motion carried unanimously.
- e. **Review and recommend adopting certain Sections of Chapters 940, 941, 942, 943, 944, 966, and 961 of the Wisconsin State Statutes by reference in Chapter 9 – Orderly Conduct of the City's General Code of Ordinances** – Chief Schauf said that when police are investigating incidents, they can take enforcement as an ordinance violation, which is the City Code, or they can take enforcement under criminal statutes. He said that the burden for proof for criminal is beyond a reasonable

doubt and that sometimes can be difficult to achieve, whereas, for a City ordinance violation the burden of proof is clear and convincing. He said by having these offenses added to the City Code would give the department the ability to charge some of these offenses as ordinance violations without having the higher burden of proof. He said additionally, one of the options that this provides is the ability to keep kids and/or first time offenders out of the criminal justice system, but hold them accountable by issuing charges appropriately, and it would then be handled by the City Attorney's office, who then has a number of options through the prosecution that they can handle. He said it this could be a way to hold a first time offender accountable, but not have them put into the criminal system as an offender. He said that the Statutes that are in the packet and being recommended for adoption by the Code are offenses that the police department commonly deals. It was stated that these offenses would all be under forfeitures and be at the discretion of the officer. Discussion then took place regarding non-payment of forfeitures. It was moved by Kolb, seconded by Wedekind to recommend adopting certain sections of Chapters 940, 941, 942, 943, 944, 966, and 961 of the Wisconsin state Statutes as presented. Motion carried unanimously.

- f. Review and recommend approval of a Memorandum of Understanding for Mutual Aid and Fire suppression services between the Baraboo Fire Department and the Wisconsin Department of Natural Resources for compensation for fishing forest fires or prescribed burn assistance – Kevin Stieve presented the information to the Committee. He said that the City of Attorney as reviewed this and feels comfortable with it. It was moved by Kolb, seconded by Wedekind to recommend approve of MOU between the Baraboo Fire Department of the Wisconsin DNR as presented. Motion carried unanimously.
- g. Review and recommendation to proceed with acquisition and or demolition of the former St. Mary's Ringling Memorial Hospital at 1208 Oak Street – Pinion presented the background stating that this property has been a thorn for the Police Department and the City for several years. He said that there is money in the 2020 budget to take care of this public nuisance. He said that there are many steps to go through and is not sure that it will be done in this calendar year. He said that with the Council's blessing, the City would begin the process. It was moved Kolb, seconded by Wedekind to recommend proceeding with the acquisition and/or demolition of the property at 1208 Oak Street. Motion carried unanimously.
- h. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for February 2020 – It was moved by Kolb, seconded by Wedekind to approve the monthly Billing Adjustments/Credits as presented. Motion carried unanimously.

### Reports

- a. Utility Superintendent's Report
  - i. Staffing updates – Peterson said it is being advertised at this time for a Water Crewman, taking applications until March 3.
  - ii. Project updates – Peterson said that water/sewer river syphon project by the old pump house has started. He said some water mains were laid last week, and they plan to start the directional drill next week.
- b. Street Superintendent's Report
  - i. Staffing updates – Gilman said 24 applicants applied for the licensed semi-skilled position, and an offered was extended to the preferred candidate, who is expected to start on March 2.
  - ii. Equipment updates – Gilman said 24 applicants applied for the licensed semi-skilled position, and an offered was extended to the preferred candidate, who is expected to start on March 2.
  - iii. Projects updates – Pinion said that they are the streets that are included in this year's budget. Mound Street from Elizabeth to Remington; Tuttle Street from 9<sup>th</sup> to 10<sup>th</sup>; half of Lincoln, from 2<sup>nd</sup> to 3<sup>rd</sup>; far north of Elizabeth Street is our half ; 1-1/2 block of 13<sup>th</sup> Avenue, which the City will continue sidewalk; and new sidewalk on the one block of Tuttle Street.
- b. Police Chief's Report
  - i. Staffing updates – Schauf said that the department has one officer in field training at this time. He said there are two vacancies and interviews were conducted with Police & Fire Commission on February 8, background checks are being done now. He said that he is anticipating at least one retirement, maybe this year, or the start of next year.
  - ii. 2019 Annual Report – Schauf said there is a lot of information in the report such as use of force, number of calls, etc. He encouraged the Committee to review the report and confer with him for questions.
- c. Fire Chief's Report – Stieve gave the committee a couple of handouts to review. He said the handouts shows staffing, updates on the Fire Department Operation Study. He asked the Committee to come to him with any questions after reviewing.

**AJOURNMENT** – It was moved by Kolb, seconded by Wedekind to adjourn at 1:35 p.m. Motion carried.



Approval of December 2019 minutes: Wickus/Stelling

Adoption of Agenda: Kolb/Stelling

President: None

Secretary: None

Treasurer: Plans to meet with City Finance Director to discuss admin charges

Appearances: Garlands have been removed

Business Development: None

Finance: Will meet with City Finance Director

Parking: Mural is in progress

Promotions: Plans to meet

### Old Business

Branding update: The branding committee has commissioned someone to draft articles and take pictures about our area.

### New Business

1. Tabled budget amendment pending meeting with City Finance Director for more information
2. Approval of financial reports-Will discuss any future policy to approve financial reports
3. Approval of Funds for 2020 Branding Initiative \$5,000 to BACC
  - a. Motion to move funds from reserves and pay invoice Stelling/Sloan
4. Annual Report-Committee Chairs reminded to draft reports
5. Committee status update
  - a. Yount on Business Development and Parking
  - b. Kolb on Parking and Business Development
  - c. Marklein Chair Business Development
6. Discussion of open BID retailer seat-Received interest
7. Approval of Vouchers:
  - a. Baraboo Area Chamber of Commerce for Branding Initiative \$5,000

**Total: \$5,000**

Approved: Sloan/Yount

Motion to adjourn at 6:36 p.m. by Fay/Kolb

### Administrative Committee

**February 26, 2020**

Present: Alderpersons John Ellington, Heather Kierzek & Vacant

Absent: None

Also Present: Mayor, Mike Palm; City Administrator, Kennie Downing; Finance Director, Cynthia Haggard; Lieutenant, Ryan La Broschian; City Attorney, Emily Truman; and City Clerk, Brenda Zeman.

Citizen Present: Larry Mike, Tracy Blake & Russell Fenske

The meeting was called to order by Chairman John Ellington at 8:15AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Kierzek to approve the minutes of February 3, 2020, seconded by Ellington and unanimously carried.

Motion by Kierzek to approve agenda, seconded by Ellington and unanimously carried.

### Review and recommendation to the Council – Operator's Licenses.

Lieutenant La Broschian mentioned there was nothing precluding the issuance of licenses to Tepanga Peschl, Dana Qualy, Justine DeFosse and Dawn Wilson and recommended approval.

Motion to recommend to approve and move on to Council the Operator's Licenses for Tepanga Peschl, Dana Qualy, Justine DeFosse and Dawn Wilson by Kierzek, seconded by Ellington and unanimously carried.

### Review and recommend staff to draft an ordinance to allow Council and Commission members to attend meetings via phone or video

City Administrator Downing was joined by City Attorney Truman via conference. Downing stated that the goal is to see if we could get more diversity on the City Commissions and Council by allowing members to attend meetings by phone or video. Downing informed the Commission that Department Heads wanted to establish a maximum for the amount of times someone could call in or video conference.

Ellington suggested allowing Department Heads to be able to call in or use video conferencing as well.

Motion to have staff draft an ordinance to allow Council and Commission members to attend meetings via phone or video by Ellington, seconded by Kierzek and unanimously carried.

Review and recommend revision to Section 14.05 of the Building Code.

Engineer Pinion stated that the City's Building Inspector noticed the Code was outdated. It's now updated to the current respective Chapter of the Administrative Code that is referenced and that govern the City Code.

Motion to recommend revision to Section 14.05 of the Building Code to Council by Kierzek, seconded by Ellington and unanimously carried.

Review and recommendation to Council for excessive household animals

Larry Mike was present to speak on behalf of Dakota Traver. He mentioned that there were 5 dogs with 1 being rehomed.

Motion to recommend to approve and move on to Council the waiver for excessive household animals by Kierzek, seconded by Ellington and unanimously carried.

Tracy Blake was present and disclosed she had 3 dogs.

Motion to recommend to approve and move on to Council the waiver for excessive household animals by Kierzek, seconded by Ellington and unanimously carried.

Russell Fenske was present and disclosed he had 2 dogs and 4 cats.

Motion to recommend to approve and move on to Council the waiver for excessive household animals by Kierzek, seconded by Ellington and unanimously carried.

Member comments

The next meeting will be Monday, April 6, 2020 at 8:15AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Kierzek, seconded by Ellington and unanimously carried. Meeting adjourned at 8:20AM CST.

- **Copies of these meeting minutes are on file in the Clerk's office:**

CDA.....02-04-2020	Public Arts.....01-30-2020
Airport.....02-25-2020	Plan Commission.....02-18-2020
Ambulance.....01-02-2020, 01-08-2020, 01-22-2020, 01-30-2020	

- **Petitions & Correspondence Being Referred:** None.

**ADJOURNMENT**

Moved by Kolb, seconded by Wedekind, and carried on voice vote, that the meeting adjourn.

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Brenda Zeman, City Clerk



**Council Chambers, Municipal Building, Baraboo, Wisconsin**  
**Tuesday, March 17, 2020 – 6:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Kierzek

Council Members Absent: Ellington, Sloan, Thurow

Others Present: Chief Schauf, Clerk Zeman, Adm. Downing, Atty. Truman, T. Pinion, M. Hardy, C. Haggard, K. Stieve, J. Bergin, N. Rybarczyk, Jessie Phalen, Laura Walczak, Lori Mueller, members of the press and others.

The Pledge of Allegiance was given.

Moved by Wedekind, seconded by Kolb and carried to approve the agenda.

**Compliance with the Open Meeting Law was noted.**

**PRESENTATIONS**

- Jessie Phalen, the Public Health Nurse Manager with the Sauk County Health Department, provided information regarding the coronavirus named COVID-19.
- Laura Walczak, President of SSM Baraboo, provided information regarding SSM St. Clare Preparedness Plan Procedure.
- City's Emergency Management Director K. Stieve provided information on the City's emergency preparation procedures during times of emergency.
- Police Chief M. Schauf provided an update on current police service and expectations for the public.

**PUBLIC INVITED TO SPEAK**

Lori Mueller, 642 Bascom Hill Drive, Baraboo School District Administrator noted that they will beginning their summer food service program early, providing breakfast and lunch at no cost to any resident of the Baraboo community that is 18 years or younger. Starting March 30<sup>th</sup> they will be serving food Monday through Friday between 11:00am and 1:00pm at both Al Behrman and Baraboo High School.

The Baraboo School District is not opting to provide virtual learning as a requirement to meet instructional minutes required by State Statues. The State of Wisconsin Department of Public Instruction has indicated that they will provide a waiver process for the District to apply to be exempt from having to have required instructional minutes.

**MAYOR'S BUSINESS**

- The Mayor discussed the ways in which an Emergency Declaration may be issued and what may be included.
- Effective immediately and for the remainder of this season (through April 15, 2020) the Police Department will no longer be enforcing the alternate side-parking ordinance.
- Where citizens can go for information:
  - Sauk County Health Department
  - Sauk County Emergency Management
  - NIXLE (Text: 888777 and in the body enter 53913)
  - City's Website
  - City's Facebook Page
  - City's Police Department Facebook Page

**COMMITTEE OF THE WHOLE**

Moved by Wedekind, seconded by Kent to convene as a Committee of the Whole to discuss the addition of a policy to the Employee Policy and Procedure Handbook authorizing the City to continue to pay and provide benefits to City employees who are ordered to stay home from work during large-scale medical events in order to prevent spreading the illness.

Adm. Downing explained that the main reason for presenting this change to the Employee Handbook is to give confidence to the employees that they would still be paid during an emergency. If for some reason the Mayor declares an emergency and we have to close the City down, we want to make sure that our employees get paid. This policy will also offers time and half pay to our volunteer fire fighters to encourage them to respond to calls.

Ald. Kolb questioned that the Emergency Declaration allows the Common Council to pass a resolution retroactively activating this policy within three months after the termination of the declaration. Atty. Truman explained that the Common Council could activate this policy at a later date to ensure that employees get paid.

Ald. Plautz questioned if the public works department is considered essential. Adm. Downing explained that essential employees will be determined by the Department Head. Non-essential employees could be deployed to another department.

Ald. Plautz also questioned a Federal Paid Leave Policy. Adm. Downing noted that the Federal Paid Leave policy has not yet been approved. Ultimately Federal Policy would trump any policy created by the City.

Ald. Petty questioned the policy procedures for employees that work remotely from home. Adm. Downing advised that we are currently working on that policy. We are currently working on different software so that if this emergency extends for a long period of time we have the ability to do video or audio meetings.

Ald. Kolb questioned if non-essential employees are redeployed to other departments, does that need to be included in the policy? Atty Truman advised that the City Administrator can assign employees to a job that is suitable for them. This could be a case by case analysis.

Moved by Kolb, seconded by Petty to reconvene into regular session.

**Resolution No. 19-180**

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

That, effective upon passage of this Resolution by the Common Council, the City's Employee Personnel Policy and Procedure Handbook ("Handbook") is amended as follows:

- Addition of Policy titled "Emergency Declaration for Medical Events - Paid Leave," which authorizes the continuation of pay and benefits to City employees for up to 14 consecutive days when an Emergency Declaration is issued and in accordance with the other terms contained in the Policy.

Moved by Wedekind, seconded by Kolb and carried that **Resolution No. 19-180** be approved-6 ayes.

**ADMINISTRATOR AND COUNCIL COMMENTS**

- Department Heads are meeting on a daily basis for new and changing developments. We want to give confidence to our employees that we are ready and prepared.
- The City is still open for business. We are encouraging all citizens to conduct your business

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- by phone or email. The lower level entrance to City Hall has been closed.
- As of now, the Library, Civic Center and Zoo are all closed to the public.
  - We are encouraging absentee voting for the April election. Registered voters can go to MyVote to request an absentee ballot.

**ADJOURNMENT**

Moved by Petty, seconded by Kent, and carried on voice vote, that the meeting adjourn at 6:56pm.

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Brenda Zeman, City Clerk



## CITY OF BARABOO COMMON COUNCIL REPORT

### EMERGENCY MANAGEMENT

#### Emergency Management Workgroup

The Emergency Management Workgroup consists of the City Administrator, City Engineer, Fire Chief/Emergency Management Director, Police Chief/Deputy Emergency Management Director and the City Attorney. The purpose of this group was to manage the City's Response to COVID-19 and provide a conduit for information to the City Department Heads. This team was formed before the Governor issued the Stay at Home Order.

The Emergency Management Workgroup meets daily to address any issues from the prior day, follow up with ongoing issues and plan for future issues. This group initially met face-to-face, but transitioned to virtual meetings using Microsoft Teams to maintain compliance with the Governor's Stay at Home Order and to continue practicing social distancing.

Information releases have been timely and have been posted on the City's Webpage, Facebook page, Police and Fire Department's Facebook page as well as using Nixle. There was a minor issue with the City's Webpage, but that has been corrected with our vendor.

#### Coordination with Community Partners

The Emergency Management Workgroup has virtually met weekly with the President of St. Clare Hospital to exchange information. A traffic control plan has been developed in conjunction with the hospital and police department staff if the need arises.

The Police Department has assisted the Baraboo School District, ADRC and other groups in setting up food delivery sites and actual delivery of food for residents.

#### Sauk County Emergency Management and Public Health

We are in constant contact with Sauk County Emergency Management and Sauk County Public Health. We receive regular situation reports from them and meet virtually twice weekly for updates.

Sauk County Emergency Management has assisted in obtaining personal protective equipment for First Responders and Election Workers.

#### Additional Activities

With the election postponed, City Hall will be limited to drive up business only. The doors will be locked with signs indicating where to go for service. The City Staff will still strive to provide exceptional customer service while also trying to flatten the curve of this pandemic.

### Tornado and Severe Weather Awareness Week

April 13 to 16 is Tornado and Severe Weather Awareness Week. The one thing the COVID-19 Pandemic did not do is cancel or postpone the weather. We must be prepared for the severe weather season.

There will be a Virtual Tornado Drill at 1:45 p.m. on April 16. I would encourage all to review their severe weather plan with their family while abiding by the Stay at Home Order.

As we continue to follow the Stay at Home Order and continue with essential services, there will no doubt be more challenges to face. Thus far, City Staff have done a great job of meeting those challenges.

This pandemic brings a new normal. As we work through this process, I would encourage everyone to exercise patience and cooperation.

Please feel free to e-mail or call with questions.



### **BARABOO FIRE DEPARTMENT REPORT**

I am including the fire department report the Public Safety Committee received so you can maintain situational awareness of fire department operations.

#### **Fire Department Operations**

As far as the fire department, the following is taking place:

1. An operations plan has been created for personnel to follow when responding to incident calls to enhance protection and lessen exposure.
2. Career Staff have been working 12 hour days and are assigned all of the low acuity incident responses to limit exposure of fire department personnel.
3. 12 hour shifts have been created for the hours of 6:00 p.m. to 6:00 a.m. for the Paid-per-Call Staff to sign up for. Weekend shifts are broken into 12 hour blocks as well. A free online scheduling application was found by Asst. Chief Willer and has been used for scheduling people. It has worked great and fire personnel are stepping up and filling those shifts.
4. Fire personnel are compensated for these shifts
5. We have also had a few Paid-per-Call Staff come in during the day to work at the station and be available for incident responses.
6. All of our group training has been put on hold to comply with the Governor's Stay at Home Order. Asst. Chief Willer is finalizing a web based training program for our fire personnel and should be released shortly.
7. Fire inspection duties have been suspended due to many businesses being closed and to also limit exposure to personnel.

8. The disinfecting of the fire station has been stepped up. A daily morning disinfecting list has been created and is completed every work day and after incident calls.

**Monthly Report**

As part of the upcoming Council Meeting Packet you will receive the monthly report from March for the Fire Department. Incident responses have decreased since the issuance of the Stay at Home Order.

**New Burning Ordinance**

One thing we have dealt with since the Stay at Home order is educating about the new burning ordinance. With the decent weather, people have been out completing yard work and lighting up leaf piles. Those people have been educated. We have also received telephone inquiries about burning as well. The DNR has suspended burning permits for the unincorporated areas. An article appeared in the City's Newsletter and the City of Baraboo's Website has been updated with the correct information on the burning ordinance change. We will continue with the educational process using social media and personal contact.

CA – 1

RESOLUTION NO. 2019 -

Dated: April 14, 2020

The City of Baraboo, Wisconsin

<i>Background:</i>
<b>Fiscal Note: (Check one) [ ] Not Required [ ] Budgeted Expenditure [ ] Not Budgeted</b>
<i>Comments</i>

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Accounts Payable, in the amount of \$ \_\_\_\_\_ as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Offered By: Consent

Approved by Mayor: \_\_\_\_\_

Motion:

Second:

Certified by City Clerk: \_\_\_\_\_

## CA - 2

RESOLUTION NO. 2019 -

Dated: April 14, 2020

## The City of Baraboo, Wisconsin

**Background:** In order to be in full compliance with State Law, the City recently amended Chapter 12, Intoxicating Liquor and Fermented Malt Beverages. Because of this change, the Administrative Committee is now required to review all Operator License applications and make a recommendation to Council.

The Police Department will complete a background check prior to the issuance of all Operators License.

An Operator License, also known as a “Bartender’s License”, is valid for no more than a 2-year period, expiring on June 30<sup>th</sup>. A Conditional Operators License is valid for a period of one year, expiring on June 30<sup>th</sup>. A Temporary Operators License is for an event and valid for no more than 14 days.

The Operator Licenses listed below were recommended to Council for approval at the April 6, 2020 Administrative Committee meeting.

**Fiscal Note: (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted**  
**Comments:**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

THAT the City Clerk be authorized to issue the following Operator’s Licenses:

- Marianne Prusiewicz, Pierces Express Market
- Jeffery Hinze, United Cooperative
- David Bower, St. Josephs, Gem City, Four Season

**Offered by:** Administrative Comm. **Approved by Mayor:** \_\_\_\_\_

**Motion:**

**Second:**

**Certified by Clerk:** \_\_\_\_\_



RESOLUTION NO. 2019-

Dated: April 14, 2020

**The City of Baraboo, Wisconsin****Background:**

City Ordinance 3.05, Changes in Budget states, "The amount of the tax to be levied or certified, the amounts of the various appropriations, and the purpose thereof shall not be changed after approval of the budget except by a 2/3 vote of the entire membership of the Council pursuant to §65.90(5), Wis. Stats. Notice of such transfer shall be given by publication within 10 days thereafter in the official City newspaper."

Therefore, the City is required to notify the citizenry through publication in the City's official newspaper about the supplemental budget amendments. The State Statute requires publication to happen within ten (10) days upon Council approval of said amendments.

The City's publication process is to identify budget amendments in the fiscal commentary section of resolutions when spending authorizations are granted. Therefore, the City Council could approve budget transfers as often as every meeting. The City satisfies the legal requirement of publication, by publishing budget amendments after the Finance Committee and Common Council approves the listing.

**Fiscal Note: (check one) [ ] Not Required [X] Budgeted Expenditure [X] Not Budgeted**

**Comments:** Budget amendments, that are budgetary transfers, are budgeted expenditures. Budget amendments, that are supplemental, are not budgeted. The 2019 CDA Budget provides for publishing amendments.

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

That the following budget amendments are authorized:

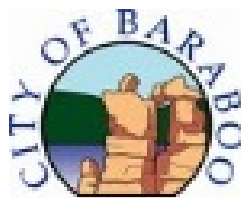
- 4th Quarter, 2019 CDA Supplemental Budget Amendments for \$27,119
- 4th Quarter, 2019 CDA Budgetary Transfers \$35,826

See attached memorandum and amendment schedules.

**Offered by:** Finance/Personnel Committee **Approved by:** \_\_\_\_\_  
Mayor


**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_ **Certified by:** \_\_\_\_\_  
City Clerk



## Finance Department Memorandum

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To: Kennie Downing  
From: Cynthia Haggard, Director of Finance,   
Date: April 14, 2020  
Re: Budget Amendments

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### Background:

City Ordinance 3.05, Changes in Budget states, “The amount of the tax to be levied or certified, the amounts of the various appropriations, and the purpose thereof shall not be changed after approval of the budget except by a 2/3 vote of the entire membership of the Council pursuant to §65.90(5), Wis. Stats. Notice of such transfer shall be given by publication within 10 days thereafter in the official City newspaper.”

### Current:

Budget amendments are typically presented to the Finance/personnel Committee which are then forwarded to the Common Council for approval the same night. This process is a quarterly process.

### Recommendation:

The Finance Director will continue to closely work with Department Heads and communicate budget amendments to the City’s Finance/Personnel Committee and Common Council on a quarterly basis. The practice for the Library, Business Improvement District, Community Development, Baraboo-Dells Airport, Parks and Recreation, and UW-Baraboo/Sauk County is that their respective budget amendments will need to be presented to their Boards and/or Commissions before the amendments are presented to the City Council as part of the overall city-wide budget amendment process.

In order to make changes to the budget, a Notice and Resolution to Amend Budget must be adopted. The resolution must summarize the appropriation changes for each spending classification and identify from where the sources of funds are coming.

Two categories of budget amendments are identified:

1. Budgetary Transfers
2. Supplemental Budgets

### **Budgetary Transfers**

The budgetary transfer will have a source of funds of either 1) Reduction in Other Appropriation within Same Fund, or 2) Transfer from Other Fund.

Reduction in Other Appropriation within Same Fund - Essentially transferring budgeted and appropriated monies between spending category within same fund. 35 of 94

Transfer from Other Fund - A transfer consists of moving budgeted and appropriated monies from one or more spending categories in one fund to one or more spending categories in another fund.

## **Supplemental Budgets**

A supplemental budget shall be adopted to account for revenues in excess of the budget and to authorize expenditures of additional funds. Whenever the City receives unanticipated revenues, or revenues not assured at the time of the adoption of the budget, a supplemental budget and appropriation shall be enacted to authorize the expenditure of these unanticipated funds. The supplemental budget will have a source of funds of either 1) Fund Balance Applied, or 2) New Revenue.

Fund Balance Applied – In this case, the City is utilizing available fund balance to cover actual net expenses exceeding revenues. This situation is caused by expenses coming in higher than budget, or revenues coming in lower than budget.

New Revenue – In this case, the City has received funds that were not planned and wishes to apply those funds to expenses in the current year - not in the original budget.

### Attached:

- 4th Quarter, 2019 CDA Supplemental Budget Amendments for \$27,119
- 4th Quarter, 2019 CDA Budgetary Transfers \$35,826

## City of Baraboo

## 2019 4th Quarter Budget Amendments

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Common Council approved the following 2019 Budget Amendments at their April 14, 2020 meeting:

Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Community Development Authori	980-67-40601-000	Equity Applied	28,591	12,333	40,924
				<u>\$ 12,333</u>	
CDA Administration	980-67-41000-120-000	Wages	49,655	3,413	53,068
CDA Administration	980-67-41000-131-200	Retirement - GASB 68	-	7,000	7,000
CDA Administration	980-67-41000-215-000	Professional Services	1,385	56	1,441
CDA Administration	980-67-41000-220-000	Telephone	920	73	993
CDA Administration	980-67-41000-310-000	Office Supplies	2,585	224	2,809
CDA Administration	980-67-41000-390-000	Other Supplies & Expense	1,275	43	1,318
CDA Administration	980-67-41000-530-000	Rents and Leases	4,006	328	4,334
CDA Ordinary Maint	980-67-44000-120-000	Wages	20,872	1,123	21,995
CDA Ordinary Maint	980-67-44000-220-000	Telephone	1,250	73	1,323
<i>To appropriate FB for operating budget overrun</i>				<u>\$ 12,333</u>	
CDA General Expense	988-67-49300-000	Fund Balance Applied	105,000	14,786	119,786
				<u>\$ 14,786</u>	
CDA Property Additions	988-67-91150-900-000	Transfer to Primary Government	105,000	14,786	119,786
<i>To appropriate FB for operating budget overrun</i>				<u>\$ 14,786</u>	
Net impact on all city-wide funds' budgets				<u>\$ 27,119</u>	
Net impact on City's General Fund Only				<u>\$ -</u>	

Published by the authority of the City of Baraboo.

Cynthia Haggard, Finance Director

**City of Baraboo**  
**4th Quarter Budget Amendments**  
**Supplemental Budget**

**37 of 94**

**Donahue Terrace**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
<b>Source of Funds:</b>		<b>Restricted Fund Balance Applied</b>			
Community Development	980-67-40601-000	Equity Applied	(28,591)	(12,333)	(40,924)
				<u>\$ (12,333)</u>	
<b>Use of Funds</b>					
CDA Administration	980-67-41000-120-000	Wages	49,655	3,413	53,068
CDA Administration	980-67-41000-131-200	Retirement - GASB 68	-	7,000	7,000
CDA Administration	980-67-41000-215-000	Professional Services	1,385	56	1,441
CDA Administration	980-67-41000-220-000	Telephone	920	73	993
CDA Administration	980-67-41000-310-000	Office Supplies	2,585	224	2,809
CDA Administration	980-67-41000-390-000	Other Supplies & Expense	1,275	43	1,318
CDA Administration	980-67-41000-530-000	Rents and Leases	4,006	328	4,334
CDA Ordinary Maint	980-67-44000-120-000	Wages	20,872	1,123	21,995
CDA Ordinary Maint	980-67-44000-220-000	Telephone	1,250	73	1,323
				<u>\$ 12,333</u>	

*To appropriate FB for operating budget overrun*

**TIF Incentive Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
<b>Source of Funds:</b>		<b>Restricted Fund Balance Applied</b>			
CDA General Expense	988-67-49300-000	Fund Balance Applied	(105,000)	(14,786)	(119,786)
				<u>\$ (14,786)</u>	
<b>Use of Funds</b>					
CDA Property Additions	988-67-91150-900-000	Transfer to Primary Government	105,000	14,786	119,786
				<u>\$ 14,786</u>	

*To appropriate FB for operating budget overrun*

**City of Baraboo**  
**4th Quarter Budget Amendments**  
**Budgetary Transfers**

**Corson Square**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
<b>Source of Funds:</b>		<b>Reduction in Other Appropriation within Same Fund</b>			
CDA Ordinary Maint	981-67-44000-260-000	Repair & Maint Serv-Buildings	27,753	(10,259)	17,494
CDA Ordinary Maint	981-67-44000-350-000	Repair & Maint Materials	21,666	(4,644)	17,022
CDA Ordinary Maint	981-67-44000-392-000	Small Equipment Purchase	2,868	(2,052)	816
CDA Property Additions	981-67-75000-899-000	Contra-Contributed Capital	-	(18,871)	(18,871)
				<u>\$ (35,826)</u>	
<b>Use of Funds</b>					
CDA Administration	981-67-41000-120-000	Wages	44,191	1,992	46,183
CDA Administration	981-67-41000-131-200	Retirement - GASB 68	-	7,800	7,800
CDA Administration	981-67-41000-215-000	Professional Services	943	404	1,347
CDA Administration	981-67-41000-220-000	Telephone	1,006	76	1,082
CDA Administration	981-67-41000-310-000	Office Supplies	2,361	226	2,587
CDA Administration	981-67-41000-390-000	Other Supplies & Expense	678	45	723
CDA Administration	981-67-41000-530-000	Rents and Leases	4,006	328	4,334
CDA Ordinary Maint	981-67-44000-120-000	Wages	21,090	744	21,834
CDA General Expense	981-67-45000-580-000	PILOT	12,000	2,180	14,180
CDA Property Additions	981-67-75000-814-000	Equipment Purchases	-	2,052	2,052
CDA Property Additions	981-67-75000-822-000	Building Improvements	18,247	19,903	38,150
CDA Ordinary Maint	981-67-44000-220-000	Telephone	700	76	776
				<u>\$ 35,826</u>	

*To transfer to cover budget overruns*

## NBR – 1

RESOLUTION NO. 2019-

Dated: April 14, 2020

## The City of Baraboo, Wisconsin

**Background:** As part of the 2020 budget, new sidewalk construction is planned where no sidewalk currently exists for the following locations:

- East side of Tuttle Street (between 9<sup>th</sup> & 10 Streets) – approximately 1,360 sq ft.
- North side of 9<sup>th</sup> Street (from Tuttle St west 270 Ft) – approximately 1,350 sq ft.
- 13<sup>th</sup> Avenue (between Amundson Dr & Birch St) – approximately 3,290 sq ft.

The City's policies dictate that the cost of new sidewalk and/or curb & gutter be assessed against abutting properties.

The following Resolution is the first step in the Statutory process to assess the cost of these new improvements against the benefitting properties.

**Fiscal Note: (check one) [ ] Not Required [x] Budgeted Expenditure [ ] Not Budgeted**  
**Comments**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wis. Stats., to levy special assessments upon property in the assessment districts hereafter described for benefits conferred upon such property by reason of the following public work and improvements: 2020 Street Improvements.
2. The property to be assessed lies within the following described assessment district:

**ASSESSMENT DISTRICTS**

**New Sidewalk** – That property on:

- East side of Tuttle Street (between 9<sup>th</sup> & 10 Streets) – approximately 1,360 sq ft.
  - North side of 9<sup>th</sup> Street (from Tuttle St west 270 Ft) – approximately 1,350 sq ft.
  - 13<sup>th</sup> Avenue (between Amundson Dr & Birch St) – approximately 3,290 sq ft.
3. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.
  4. The City Council determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the municipality and its inhabitants.
  5. The City Engineer shall prepare a report which shall consist of:
    - (A) Final plans and specifications for the improvements.
    - (B) An estimate of the entire cost of the proposed improvements.
    - (C) A schedule of proposed assessments.
  6. When the report is completed, the City Engineer shall file a copy of the report with the City Clerk for public inspection.

7. Upon receiving the report of the City Engineer, the Clerk or her designee shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as Class 1 notice under ch. 985, Wis. Stats, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with the reasonable diligence.
8. The hearing shall be held in the Council Chambers of the City Hall at 101 South Blvd, Baraboo, WI 53913 on May 12<sup>th</sup>, 2020 at 7:00 p.m. in accordance with Section 66.0703 (7)(a), Wis. Stats.
9. The assessment against any parcel may be paid in cash or in annual installments in accordance with the City of Baraboo Sidewalk Policy and Special Assessment Procedure.

**Offered by:** Public Safety Committee

**Motion:**

**Second:**

**Approved:** \_\_\_\_\_

**Attest:** \_\_\_\_\_

## NBR - 2

RESOLUTION NO. 2019 -

Dated: April 14, 2020

## The City of Baraboo, Wisconsin

**Background:** Bids were received on April 8, 2020 for this year's scheduled Street Improvement Projects. The following is a tabulation of the bids:

**Proposal A: Reconstruction of Tuttle Street, 13<sup>th</sup> Avenue, Lincoln Avenue, Elizabeth Street, and Draper Street**

Dean Blum Excavating	\$304,379.86
Gerke Excavating, Inc.	\$340,429.07

**Proposal B: Reconstruction of Mound Street and Storm Sewer Construction on Hill Street and Storm Sewer Construction in the Alley between Elizabeth and Camp Streets from 2<sup>nd</sup> to 4<sup>th</sup> Street:**

J & J Underground LLC	\$393,793.50
Allen Steele Co., Inc	\$418,588.70
Gerke Excavating, Inc.	\$430,024.36
LASAR Construction LLC	\$470,617.00

The Public Safety Committee reviewed these bids at their April 13<sup>th</sup> meeting and unanimously recommended award of these two Projects to the respective low bidders.

***Fiscal Note: (check one) [ ] Not Required [x] Budgeted Expenditure [ ] Not Budgeted Comments***

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

That the low bids of:

Dean Blum Excavating      \$304,379.86 for PROPOSAL A – Reconstruction of Tuttle Street, 13<sup>th</sup> Avenue, Lincoln Avenue, Elizabeth Street, and Draper Street

J&J Underground LLC      \$393,793.50 for PROPOSAL B – Reconstruction of Mound Street and Storm Sewer Construction on Hill Street and Storm Sewer Construction in the Alley between Elizabeth and Camp Streets from 2<sup>nd</sup> to 4<sup>th</sup> Street

Are hereby accepted and all other bids are rejected and that the Mayor and City Clerk are hereby authorized to execute the respective Contracts.

**Offered by:** Public Safety Comm.

**Approved by Mayor:** \_\_\_\_\_

**Motion:**

**Second:**

**Certified by City Clerk:** \_\_\_\_\_



## NBR – 3

RESOLUTION NO. 2019 -

Dated: April 14, 2020

## The City of Baraboo, Wisconsin

**Background:** The City contracts annually for the mowing of noxious weeds and rank growth on offending individual properties throughout the City of Baraboo. Proposals were received from 2 companies this year with the results as follows:

**2020 Mowing Proposals**  
**Noxious Weeds & Rank Growth Vegetation**  
 March 12, 2020

	Company	Sunrise Property Care (Price / Sq Ft)	Landscape Logiq, LLC (Price / Sq Ft)
Improved Lot	Mowing 12" Weeds or Rank Growth	\$0.01	\$0.03
	Mowing 12" Weeds or Rank Growth w/collection	\$0.02	\$0.05
Vacant Property	Mowing 12" Weeds or Rank Growth (< 0.5 acres)	\$0.01	0.010
	Mowing 12" Weeds or Rank Growth w/collection (< 0.5 acres)	\$0.05	\$0.015
	Mowing 12" Weeds or Rank Growth (> 0.5 acres)	\$0.008	0.010
	Mowing 12" Weeds or Rank Growth w/collection (> 0.5 acres)	\$0.05	\$0.015
	Chemical Application	\$0.04	\$0.10
	Minimum Charge	\$40.00	\$40.00

The bidders also provide an hourly rate to spray chemical herbicide for weed control.

The Public Safety Committee reviewed these proposals at their April 13<sup>th</sup> meeting and recommended award of this Proposal to the low bidder.

**Fiscal Note: (Check one) ☐ Not Required ☒ Budgeted Expenditure ☐ Not Budgeted**  
**Comments**

**Offered by:** Public Safety Comm.    **Approved by Mayor:**\_\_\_\_\_

**Certified by City Clerk:**\_\_\_\_\_

## NBR - 4

RESOLUTION NO. 2019 -

Dated: April 14, 2020

**The City of Baraboo, Wisconsin**

**Background:** The City contracts annually for the mowing of the median strips on STH 136 (formerly US Hwy 12). Proposals were received from 3 firms with the results as follows:

Top 2 Bottom	\$ 55.00 per mowing
Sunrise Property Care	\$ 70.00 per mowing
Landscape Logiq, LLC	\$300.00 per mowing

The bidders also provided an hourly rate for weed pulling and trimming.

The Public Safety Committee reviewed these proposals at their April 13<sup>th</sup> meeting and recommended award of this Proposal to the low bidder.

**Fiscal Note: (Check one) ☐ Not Required ☒ Budgeted Expenditure ☐ Not Budgeted**  
**Comments**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

That the proposal for mowing of the STH 136 median strips from Top 2 Bottom in the amount of \$55.00 per mowing and \$30 per hour for additional weed pulling and trimming is hereby accepted and all other bids are rejected.

**Offered by:** Public Safety Comm. **Approved by Mayor:** \_\_\_\_\_

**Motion:**

**Second:**

**Certified by City Clerk:** \_\_\_\_\_

RESOLUTION NO. 2019 -

Dated: April 14, 2020

**The City of Baraboo, Wisconsin**

**Background:** The City last updated its Stormwater Quality Management (“Master”) Plan in 2007. That plan had only a target of meeting the 2013 goal of 40% TSS reduction for its Municipal Separate Storm Sewer System (MS4).

The recent development of the Wisconsin River Basin (WRB) Total Maximum Daily Load (TMDL) has identified total suspended solids (TSS) and phosphorus (TP) as pollutants of concern causing impairments to the Wisconsin River. The City has received the new waste load allocations (WLAs) for these pollutants of concern as part of the recently renewed General Permit for MS4 Communities to Discharge Stormwater to waters of the state – WPDES Permit No. WI-S050075-3.

The first step toward complying with these new permit requirements is to contract with an engineering firm to update the Stormwater Quality Management Plan to determine the most practical and economic ways to reduce the pollutants from stormwater discharges. The 2020 Stormwater Utility Budget includes funding for this Plan update.

To help defray the cost of the Stormwater plan update, the City applied for an Urban Non-Point Source Stormwater Planning Grant in 2019. The Wisconsin Department of Natural Resources (WDNR) subsequently awarded the City a \$31,000 grant to update the SWQM Plan. (The total project budget was estimated at \$88,000.)

In February, an RFP was issued to seven consultants; however, only two Proposals were received. Following is a summary of the Estimated Fees to Update the Stormwater Quality Management Plan:

- MSA     \$75,536
- SEH     \$88,771

After reviewing the Proposals, staff agreed that MSA would best meet our needs and recommend awarding a contract accordingly.

The Public Safety Committee reviewed this matter at their April 13<sup>th</sup> meeting and unanimously recommended approval to contract with MSA.

**Fiscal Note:** (✓ one) [ ] Not Required [X] Budgeted Expenditure [ ] Not Budgeted  
**Comments:** Within budget projections.

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

To approve the attached Professional Services Agreement with MSA for Engineering Services to Update the City’s Stormwater Quality Management Plan for an estimated fee of \$75,536 and authorize the Mayor and City Clerk to execute said Agreement.

**Offered by:** Public Safety Committee**Approved:** \_\_\_\_\_**Motion:****Second:****Attest:** \_\_\_\_\_

**STANDARD FORM OF AGREEMENT  
BETWEEN  
OWNER AND ENGINEER  
FOR  
STUDY AND REPORT  
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT made as of March 27, 2020 between CITY OF BARABOO (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA).

OWNER employs MSA to perform professional engineering services, to serve as OWNER's professional engineering representative and to provide professional engineering consultation and advice for a professional fee (as set forth below) in connection with Stormwater Quality Management Plan Update (the "Assignment").

## SECTION 1 - BASIC SERVICES

1.1 After written authorization to proceed, MSA shall perform the following professional services:

1.1.1 consult with OWNER to clarify and define OWNER's requirements for the Assignment and review available data;

1.1.2 advise OWNER as to the necessity of OWNER's providing or obtaining from others special services and data required in connection with the Assignment and assist OWNER in obtaining such data and services;

1.1.3 provide analyses of OWNER's needs with evaluations and comparative studies of prospective solutions;

1.1.4 prepare a Report of MSA's findings and recommendations and furnish five copies of the Report and review it in person with OWNER.

1.2 The duties and responsibilities of MSA described above are supplemented and amended as indicated in paragraph of Exhibit SR-A "Further Description of Basic Services, Duties of Owner, Method of Payment and Related Matters" which is attached to and made a part of this Agreement.

## SECTION 2 - ADDITIONAL SERVICES

2.1 If authorized in writing by OWNER, Additional Services related to the Assignment will be performed by MSA for an additional professional fee.

## SECTION 3 - OWNER'S RESPONSIBILITIES

OWNER shall do the following in a timely manner so as not to delay the services of MSA:

3.1 provide all criteria and full information as to OWNER's requirements for the Assignment and designate in writing a person with authority to act on OWNER's behalf on all matters concerning the Assignment;

3.2 furnish to MSA all existing studies, reports and other available data pertinent to the Assignment, obtain or authorize MSA to obtain or provide additional reports and data as required, and furnish to MSA services of others required for the performance of MSA's services hereunder, and MSA shall be entitled to use and rely upon all such information and services provided by OWNER or others in performing MSA's services under this Agreement;

3.3 arrange for access to and make all provisions for MSA to enter upon public and private property as required for MSA to perform services hereunder;

3.4 perform such other functions as are indicated in paragraph 2 of Exhibit SR-A "Further Description of Basic Services, Duties of Owner, Method of Payment and Related Matters"; and

3.5 bear all costs incident to compliance with the requirements of this Section 3.

## SECTION 4 - PERIOD OF SERVICE

4.1 MSA's Basic Services will be performed and the Report submitted within the time period or by the date stipulated in paragraph 3 of Exhibit SR-A "Further Description of Basic Services, Duties of Owner, Method of Payment and Related Matters."

4.2 MSA's Basic Services under this Agreement will be considered complete at the earlier of (1) the date when the Report is accepted by OWNER or (2) thirty days after the date when the Report is submitted for final acceptance, plus in each case, if applicable, such additional time as may be considered reasonable for obtaining approval of governmental authorities having jurisdiction to approve the Report.

4.3 MSA's Additional Services will be performed and completed within the time period agreed to in writing by the parties at the time such services are authorized.

4.4 If any time period within or date by which any of MSA's services are to be completed is exceeded through no fault of MSA, all rates, measures and amounts of compensation and the time for completion of performance shall be subject to equitable adjustment.

## SECTION 5 - COMPENSATION

5.1 Methods of Payment for Services of MSA.

5.1.1 *For Basic Services.* OWNER shall pay MSA for all Basic Services rendered under Section 1 (as amended and supplemented by Exhibit SR-A "Further Description of Basic Services, Duties of Owner, Method of Payment and Related Matters") as follows:

5.1.1.1 A fixed fee of \$ \_\_\_\_\_ plus an amount equal to MSA's Direct Labor Costs times a factor of \_\_\_\_\_ for all Basic Services rendered by principals and employees engaged directly on the Assignment.

5.1.1.1 On the basis of (Direct Labor Costs) (Salary Costs) times a factor of \_\_\_\_\_ for all Basic Services rendered by principals and employees engaged directly on the Project.

5.1.1.1 On the basis set forth in Exhibit SR-A "Further Description of Basic Services, Duties of Owner, Method of Payment and Related Matters".

5.1.2 *For Additional Services.* OWNER shall pay MSA for all Additional Services rendered under Section 2 on the basis agreed to in writing by the parties at the time such services are authorized.

5.1.3 *Reimbursable Expenses.* In addition to the payments provided for in paragraphs 5.1.1 and 5.1.2, OWNER shall pay MSA the actual costs (except where specifically provided otherwise) of all Reimbursable Expenses incurred in connection with all Basic Services and Additional Services.

5.2 MSA shall submit monthly statements for Basic and Additional Services rendered and for Reimbursable Expenses incurred. OWNER shall make prompt monthly payments in response to MSA's monthly statements.

5.3 MSA's above charges are on the basis of prompt payment of bills rendered and continuous progress of the work on the Assignment until submission of the Report.

5.4 If OWNER fails to make any payment due MSA for services and expenses within thirty days after receipt of MSA's statement therefore, the amounts due MSA will be increased at the rate of 1½% per month from said thirtieth day, and in addition, MSA may, after giving seven days' written notice to OWNER, suspend services under this Agreement until MSA has been paid in full all amounts due for services, expenses and charges.

## SECTION 6 - COST CONTROL

6.1 OWNER's budgetary requirements and considerations in respect of the Assignment are set forth in paragraph 5 of Exhibit SR-A "Further Description of Basic Services, Duties of Owner, Method of Payment and Related Matters".

6.2 Opinions of probable construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian

consideration of operations and maintenance costs prepared by MSA hereunder will be made on the basis of MSA's experience and qualifications and represent MSA's best judgment as an experienced and qualified design professional. It is recognized, however, that MSA does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any utilitarian evaluation of any facility to be constructed or work to be performed on the basis of the Report must of necessity be speculative until completion of its detailed design. Accordingly, MSA does not guarantee that proposals, bids or actual costs will not vary from opinions, evaluations or studies submitted by MSA to OWNER hereunder.

## SECTION 8 - BETTERMENT

8.1 If, due to MSA's error, any required or necessary item or component of the project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

## SECTION 9 - GENERAL CONSIDERATIONS

9.1 All documents prepared or furnished by MSA (and MSA's independent professional associates and consultants) pursuant to this Agreement are instruments of service and MSA shall retain an ownership and property interest therein. OWNER may make and retain copies for information and reference; however, such documents are not intended or represented to be suitable for reuse by OWNER or others. Any reuse without written verification or adaptation by MSA for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to MSA, or to MSA's independent professional associates or consultants, and OWNER shall indemnify and hold harmless MSA and MSA's independent professional associates and consultants from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting there from. Any such verification or adaptation will entitle MSA to further compensation at rates to be agreed upon by OWNER and MSA.

9.2 The obligation to provide further services under this Agreement may be terminated by either party upon thirty days' written notice in the event of substantial failure by the other party to perform in accordance with the terms thereof through no fault of the terminating party. In the event of any termination, MSA will be paid for all services rendered and reimbursable expenses incurred to the date of termination and, in addition, all reimbursable expenses directly attributable to termination.

9.3 OWNER and MSA each is hereby bound and the partners, successors, executors, administrators and legal representatives of OWNER and MSA (and to the extent permitted by paragraph 9.3.2 the assigns of OWNER and MSA) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this Agreement.

9.4 Neither OWNER nor MSA shall assign, sublet or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent MSA from employing such independent professional associates and consultants as MSA may deem appropriate to assist in the performance of services hereunder.

9.5 Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than OWNER and MSA, and all duties and responsibilities undertaken pursuant to this

Agreement will be for the sole and exclusive benefit of OWNER and MSA and not for the benefit of any other party.

9.6 This Agreement (consisting of pages 1 to 4 inclusive) together with Exhibit SR-A constitute the entire Agreement between OWNER and MSA and supersede all prior written or oral understandings. This Agreement and said Exhibit SR-A may only be amended, supplemented, modified or canceled by a duly executed written instrument.

9.7 Indemnification. MSA agrees to the fullest extent permitted by law to indemnify, defend and hold harmless the City of Baraboo and its officers, officials, employees and agents from any damage, liability or cost, including reasonable attorneys' fees and cost of defense, to the extent caused by MSA's negligent acts, errors or omissions in the performance of the scope of work under this agreement, as well as those of MSA's sub-contractors or anyone for whom MSA is legally liable. MSA is not obligated to indemnify the City of Baraboo in any manner for the City's negligence.

9.8 Insurance. MSA agrees to abide by the City's insurance requirements indicated on Attachment A, hereto.

## SECTION 10 - CONSTRUCTION LIEN NOTICE

10.1 AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, MSA HEREBY NOTIFIES CLIENT THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON CLIENT'S LAND MAY HAVE LIEN RIGHTS ON THAT LAND AND ON THE BUILDINGS ON THAT IF THEY ARE NOT PAID FOR SUCH LABOR OR MATERIALS. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO MSA, ARE THOSE WHO CONTRACT DIRECTLY WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, THE CLIENT PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. MSA AGREES TO COOPERATE WITH THE CLIENT AND THE LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the date first above written.

OWNER:

MSA:

**CITY OF BARABOO**

**MSA PROFESSIONAL SERVICES,  
INC.**

\_\_\_\_\_  
Mike Palm  
Mayor

\_\_\_\_\_  
Jason Miller  
Vice President, Water Leader

Date: \_\_\_\_\_

Date: March 27, 2020

Attest: City/Township/Village Clerk (WI  
Only)

Clerk Name: \_\_\_\_\_

\_\_\_\_\_  
Eric Thompson

Date: \_\_\_\_\_

Team Leader

Address for giving notices:

101 South Boulevard

Baraboo, WI 53913

Phone: (608) 355-2715

Address for giving notices:

1702 Pankratz Street

Madison, WI 53704

Phone: (608) 242-7779



This is **EXHIBIT SR-A to Agreement Between Owner and Engineer for Study and Report Professional Services** dated March 27, 2020.

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## **Further Description of Basic Services, Duties of Owner, Method of Payment and Related Matters**

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This is an exhibit attached to and made a part of the Agreement dated March 27, 2020 between CITY OF BARABOO (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA) for study and report professional services.

1. The Basic Services of MSA as described in Section 1 of said Agreement are amended and supplemented as follows:

Presented here is MSA's proposed detailed scope of work. This work plan is inclusive of all elements identified in the City's Request for Proposals.

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### **TASK 1 – PROJECT MEETINGS & PROJECT MANAGEMENT**

#### **Meetings**

MSA will conduct four (4) meetings during the course of the project: a kickoff meeting, interim meeting with the WDNR, a meeting to review the draft report and a presentation meeting reviewing the results of the updated plan to the Baraboo City Council.

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### **TASK 2 – BASELINE WATER QUALITY MODEL**

MSA will create a WinSLAMM v10 water quality model in order to determine the amount of Total Suspended Solids (TSS) and Total Phosphorus (TP) generated within the City and removed by the City's stormwater management system and to provide a basis for developing additional BMP strategies. Model construction will be achieved by the following subtasks.

#### **Subtask 2.1 - Revise Water Quality Database**

MSA will obtain from the City existing GIS data describing land use, watersheds, and drainage infrastructure. MSA will subdivide city-provided watershed maps to determine drainage areas to up to 40 existing and 20 alternative future structural BMP locations.

#### **Subtask 2.2 - Conduct Infiltration Assessments**

MSA will conduct up to eight (8) double ring infiltrometer testing within the vegetated drainage systems (swales) serving City streets. MSA will conduct abbreviated two-hour infiltration tests as described/endorsed by the WDNR at the 'MSA roundtable' held in January 2011.

#### **Subtask 2.3 - Create City-Wide Water Quality Model**

MSA will create a WinSLAMM v10 water quality model developed according to the most recent WDNR guidance document regarding application of water quality models for TMDL compliance. Modeling will be completed to determine the amount of Total Suspended Solids (TSS) and Total Phosphorus (TP) generated within the City and removed by the City's stormwater management system.

**Baseline/“No Controls.”** MSA will develop a WinSLAMM water quality computer model representing the City’s existing land use conditions to determine the baseline pollutant loading from land uses within the City limits. This activity will determine the actual load generated within the study area (which includes areas outside the City that drain through the City’s separate storm sewer system), within the City limits, and within the ‘regulated’ area of the City.

**Existing Controls.** MSA will identify the location and characteristics of existing publicly and privately owned infrastructure, and the nature, location, frequency and timing of current municipal “housekeeping” practices (e.g., street sweeping) that may contribute towards the TSS reduction target. Using this information, MSA will modify the baseline model to determine how much TSS and TP reduction existing infrastructure and housekeeping practices can be credited. This task will determine the current level TSS and TP reduction within the City.

MSA will evaluate up to 40 existing structural BMPs under this work task.

The existing BMP evaluations will also include the City’s current catchbasin cleaning and street sweeping programs. Additionally, the existing BMP evaluations will include assessment of City streets served by vegetated swale drainage systems.

### **TASK 3 –DEVELOP ALTERNATIVE BMP STRATEGIES**

MSA will develop alternative solutions to improve total suspended solids and total phosphorus pollutant reduction. Where possible, alternative future BMPs evaluated as part of this project will incorporate infiltration practices as this is the most effective way to achieve high levels of TP reduction. Development of these solutions will be achieved by the following subtasks.

#### **Subtask 3.1 - Conduct Water Quality BMP Alternative Analysis**

MSA will identify sites for installation of new water quality treatment facilities and will evaluate each site (according to available space and tributary area) for its ability to reduce TSS and TP loads to waters of the state. Sites with comparatively higher reduction rates will be further evaluated to determine approximate construction costs. Sites will be prioritized according to cost-benefit ratios and ranked for construction sequencing.

MSA will also evaluate the effectiveness of increased frequency of the City’s street sweeping practices. We will also evaluate the effectiveness of implementing parking controls as these practices can almost double the effectiveness of sweeping efficiency.

MSA will evaluate up to 20 alternative future BMP locations under this work task.

#### **Subtask 3.2 - Prepare BMP Concept Designs**

MSA will develop preliminary concept designs for purposes of identifying BMP footprint and basic geometry for determining land acquisition requirements and construction quantities. Concept plans will indicate potential permitting and constructability issues including proximity to wellhead protection areas, potential groundwater contamination, and areas of high groundwater as well as maps of wetlands and wetland indicators.

#### **Subtask 3.3 - Prioritize Recommended Improvements**

**Prepare BMP Cost Estimates.** MSA will prepare preliminary construction cost estimates for each BMP. Cost estimates will include major elements include property acquisition, earthwork, storm sewer modifications, and site restoration. Allocations for additional site investigation (geotechnical, wetland delineation), engineering design, and contingency will be included.

**Develop Priority Ratings.** MSA will determine the cost-benefit ratio of each alternative water quality management facility and will prioritize each BMP according to its rank.

#### **TASK 4 –PREPARE FINAL REPORT**

MSA will prepare a report summarizing the activities conducted during this study. The report will include maps, figures, and text documenting the significant finds of field investigations, modeling studies, and alternatives that could feasibly be implemented by the City. Final report will include information that quantifies how project implementation is projected to decrease storm water impacts on state waters.

#### **TASK 5 –ORDINANCE REVIEW**

MSA will review the construction erosion control ordinance and post-construction stormwater management ordinance that the City adopted in 2015. This task is intended to ensure that the current City ordinance contains appropriate policies and language from the Wisconsin DNR's recently revised model ordinances and are in compliance with NR 151.

#### **DELIVERABLES**

- Three (3) hard copies of double ring infiltrometer test results.
- One (1) electronic copy in GIS format of mapping data used to develop the WinSLAMM water quality model(s).
- One (1) electronic copy in WinSLAMM v10.4 (or newer) format of the final water quality models used in this study.
- Three (3) hardcopies and one (1) electronic copy in PDF format of the final stormwater management plan report.
- One (1) electronic copy of a memo describing any discrepancies between the DNR model ordinances/NR 151 requirements and current City ordinances, and suggested language updates to rectify discrepancies, in PDF format for review by City staff and/or City attorney.

2. The responsibilities of OWNER as described in Section 3 of said Agreement are amended and supplemented as follows:

N/A

3. The time period for the performance of MSA's Basic Services is as follows:

April 1, 2020 – September 30, 2020

4. Terms used in describing the applicable method of payment for services rendered and Reimbursable Expenses incurred by MSA shall have the meanings indicated below:

N/A

5. OWNER has established the following budget for the Assignment:

Fees - \$75,536.50 NTE  
No Retainer

## 6. MSA's 2020 Rate Schedule is as follows:

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Architects.....	\$115 – \$175/hr.
Clerical .....	\$ 60 – \$115/hr.
CAD Technician .....	\$ 95 – \$143/hr.
Geographic Information Systems (GIS) .....	\$ 75 – \$143/hr.
Housing Administration .....	\$ 75 – \$120/hr.
Hydrogeologists .....	\$125 – \$155/hr.
Planners .....	\$ 85 – \$170/hr.
Principals.....	\$175 – \$275/hr.
Professional Engineers .....	\$ 86 – \$190/hr.
Project Manager .....	\$ 150 – \$238/hr.
Professional Land Surveyors .....	\$ 87 – \$165/hr.
Staff Engineers.....	\$ 80 – \$150/hr.
Technicians .....	\$ 65 – \$128/hr.
Wastewater Treatment Plant Operator .....	\$ 75 – \$ 95/hr.

REIMBURSABLE EXPENSES

Copies/Prints .....	Rate based on volume
Fax .....	\$1.00/page
GPS Equipment .....	\$40/hour
Mailing/UPS .....	At cost
Mileage – Reimbursement (currently \$0.575/mile) .....	Rate set by Fed. Gov.
Mileage – MSA Vehicle (currently \$0.70/mile) .....	Rate set by Fed. Gov.
Nuclear Density Testing .....	\$25.00/day + \$10/test
Organic Vapor Field Meter .....	\$100/day
PC/CADD Machine .....	Included in labor rates
Stakes/Lath/Rods .....	At cost
Total Station .....	Included in labor rates
Travel Expenses, Lodging, & Meals .....	At cost
Traffic Counting Equipment & Data Processing.....	At cost
Trimble Geodimeter .....	\$30/hour

\* Labor rates represent an average or range for a particular job classification. These rates are in effect until January 1, 2021.

## ATTACHMENT A

### INSURANCE REQUIREMENTS FOR CONTRACTOR/SERVICE PROVIDER

It is hereby agreed and understood that the insurance required by the City of Baraboo is primary coverage and that any insurance or self-insurance maintained by the City of Baraboo, its officers, council members, board members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the entire job is completed and the length of time that is specified, if any, in the Contract or listed below whichever is longer.

#### 1. INSURANCE REQUIREMENTS FOR CONTRACTOR/SERVICE PROVIDER

- A. Commercial General Liability -- coverage that is at least as broad as Insurance Services Office Commercial General Liability Form, including coverage for Products Liability, Completed Operations, and Contractual Liability with the following minimum limits and coverage:
  - Each Occurrence limit - \$1,000,000
  - Personal and Advertising Injury limit - \$1,000,000
  - General aggregate limit (other than Products–Completed Operations) **per project** - \$2,000,000
  - Products–Completed Operations aggregate \$2,000,000 (must be carried for two years after acceptance of completed work), **IF** exposure exists,
  - Fire Damage limit — any one fire \$50,000, **IF** exposure exists
  - Medical Expense limit — any one person \$5,000
- B. Automobile Liability Coverage, **IF** the exposure exists, at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of \$1,000,000 combined single limit per accident for Bodily Injury and Property Damage, provided on a Symbol #1 – “Any Auto” basis.
- C. Workers’ Compensation Coverage, **IF** required by the State of Wisconsin, Employers Liability insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements.
- D. Umbrella Liability Coverage providing coverage at least as broad as the underlying Commercial General Liability, Automobile Liability and Employers Liability, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 aggregate, and a maximum self-insured retention of \$10,000
- E. Property Insurance Coverage **IF** the exposure exists.

#### 2. ADDITIONAL PROVISIONS AND REQUIREMENTS

- A. The City of Baraboo and its officers, agents and employees shall be added as an additional insured to the policy.
- B. “Covered property” includes property on the project work sites, property in transit, and property stored off the project work sites.
- C. Coverage must include a “waiver of subrogation” against any additional insureds or additional insureds.
- D. Contractor will be responsible for all deductibles and coinsurance penalties.
- E. All insurance must be primary and noncontributory to any insurance or self-insurance carried by the City.
- F. Insurance is to be placed with insurers who have an *A.M. Best* rating of no less than A- and a Financial Size Category of no less than Class VII, and who are authorized as an admitted insurance company in the State of Wisconsin.
- G. Any deductible or self-insured retention must be declared to and approved by the City.

- H. Prior to or concurrent with the execution of the Contract, the Contractor shall file with the City a certificate of insurance (Accord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this agreement.

## NBR – 6

RESOLUTION NO. 2019 -

Dated: April 14, 2020

**The City of Baraboo, Wisconsin**

**Background:** An RFP was recently issued for asbestos inspection and sampling and lead paint sampling in former Ringling-St. Mary's Hospital building at 1208 Oak Street. It was sent to four firms and following is a summary of the two Proposals that were received.

Badger Environmental Services, LLC	\$2,200
A&A Environmental	\$3,455

This matter was reviewed by the Public Safety Committee at their April 13<sup>th</sup> meeting and there was a unanimous recommendation to approve a contract with Badger Environmental Services, LLC for this project.

**Fiscal Note:** (✓ one) [ ] Not Required [ X ] Budgeted Expenditure [ ] Not Budgeted  
**Comments:**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

To approve Badger Environmental Services, LLC for asbestos inspection and sampling and lead paint sampling at 1208 Oak Street at an estimated cost of \$2,200.

Offered by: Public Safety Committee

Approved: \_\_\_\_\_

Motion:

Second:

Attest: \_\_\_\_\_

## NBO-1

## The City of Baraboo, Wisconsin

**Background:** On March 3, 2020, the State enacted Wisconsin Act 166, which permits a governing body to authorize a designated municipal official to issue alcoholic beverage operator's licenses (a/k/a bartender licenses), including temporary operator's licenses and provisional licenses, so long as the authorization is codified in ordinance.

With this law change, it is recommended that the Common Council amend the City Code to authorize the City Clerk to issue operator's licenses, including temporary and provisional licenses, so long as the applicant meets all of the minimum legal requirements (background check, training, age, etc.). The Council, by way of the Administrative Committee, will continue to review any operator's licenses that are not automatically granted by the Clerk.

The proposed change was reviewed by the Administrative Committee on April 6, 2020, where it was unanimously recommended Council adopt the revisions.

**Fiscal Note:** (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted  
**Comments:**

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Section 12.02, INTOXICATING LIQUOR AND FERMENTED MALT BEVERAGES, of the Baraboo Municipal Code is amended as follows:

(5) APPLICATION INVESTIGATION AND REVIEW.

- (a) The City Clerk shall notify the Chief of Police, the Zoning Administrator, the Building Inspector, and the Fire Inspector, or their respective designees, regarding all license applications, except operator's license applications which shall only be submitted to the Chief of Police. These officials shall cause an investigation to be made to determine whether the applicant and/or the premises sought to be licensed comply with the regulations, ordinances and laws applicable thereto. These officials shall furnish to the City Clerk the information derived from such investigation.
- (b) The City Clerk shall review and consider said reports and shall apply the licensing standards set forth in this section and in Ch. 125 Wis. Stats., and if the City Clerk finds that there is no reasonable basis for denying the license applied for, he/she shall (xxxx):



(i) Issue the license if it is an operator's license, provisional operator's license or temporary operator's license, or, if it is not an operator's license,

(ii) Recommend the issuance of the license to the Administrative Committee, who shall then make a recommendation to the Common Council

\*\*\*

- (7) OPERATOR'S LICENSE. Applications for an operator's license shall be reviewed and considered in accordance with Subs. (4) above. A regular operator's license shall be valid for a period of not more than two years and shall expire on June 30. A conditional operator's license issued pursuant to the Current Standards Regarding Issuance of Bartender's Licenses established by the Common Council shall be valid for a period of one year and shall expire on June 30. All applications shall be filed on or before June 15, provided that nothing shall prevent ~~the Council from~~ granting any licenses that are applied for at any other time for a fraction of the license period if the required license fee is paid. (1773 11/08/94, 2096 09/24/02, xxx)

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and is recorded on page \_\_\_\_ of volume \_\_\_\_.

City Clerk: \_\_\_\_\_

## NBO - 2

## The City of Baraboo, Wisconsin

**Background:** In order to make attending City meetings less burdensome, it is proposed that the Common Council adopt an ordinance to formally allow remote participation at City meetings on an as needed basis subject to certain conditions, including:

- The member requesting to participate remotely request permission at least 24 hours in advance of the meeting.
- The decision to allow remote participation will be at the discretion of the meeting Chairperson/Presiding Officer.
- There is a bona fide need to appear remotely, such as illness, injury, extreme weather conditions or other circumstances beyond the member's control which would make in-person attendance unduly difficult.

The proposed ordinance was reviewed at the April 6, 2020, Administrative Committee and was unanimously recommended for adoption.

**Fiscal Note: (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted**  
**Comments:**

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Section 2.03M, MEMBER ABSENCE; REMOTE MEETING PARTICIPATION, of the Baraboo Municipal Code is adopted as follows:

Section 2.03M MEMBER ABSENCE; REMOTE MEETING PARTICIPATION.

- (a) A member of a standing committee (per §2.05 of this Code), special committee (per §2.06 of this Code), board or commission (per Ch. 1, Subchapter II of this Code) or the Common Council may request in writing or by email at least 24 hours, but preferably 48 hours, in advance of the meeting permission from presiding officer of the committee, board, commission or council to participate in the meeting remotely, by video or audio conferencing system.
- (b) Remote participation may be permitted in cases where the member would not otherwise be able to attend the meeting due to illness or injury, extreme temperature or weather conditions, lack of available childcare, or other circumstances beyond the member's control where in person attendance would create an undue hardship.

- (c) In the event one or more members at a committee, board, commission or council meeting participates remotely, the following shall occur:
- a. The member(s) remote appearance shall be noted in the meeting minutes.
  - b. The meeting must occur in a meeting room where the physically absent member(s) can hear and be heard by all those who are present.
  - c. The member(s) appearing remotely shall count towards the quorum.
  - d. The member(s) shall be allowed to participate and vote to the fullest extent possible except that if the proceeding requires direct observation, such as viewing exhibits not previously provided or observing the demeanor of a witness, the member(s) shall abstain from voting unless the remote participation is occurring by video conference.
  - e. All voting during the meeting shall be conducted by roll call vote.
  - f. If at any time during the meeting one or more of the elements of the software allowing the remote participation malfunctions resulting in a participant unable to hear or fully communicate, the presiding officer shall call a recess until such time as communication is reestablished. If communication is not restored within 5 minutes, the presiding officer may entertain a motion to continue the meeting in absence of the remotely participating member(s). If the meeting continues without the remotely participating member(s) and there is a loss of a quorum, the meeting shall adjourn.
  - g. If the members vote to go into closed session, all state and local laws related to closed session apply. If in closed session, member(s) appearing remotely shall take all reasonable measures to ensure that no member of the public present at their location are able to see, hear or otherwise observe the closed session.
- (d) Remote participation at meetings by City officials, agents and staff may be allowed with prior consent of the presiding officer.

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, and is recorded on page \_\_\_\_ of volume \_\_\_\_.

City Clerk: \_\_\_\_\_

## NBO - 3

**The City of Baraboo, Wisconsin**

**Background:** The City of Baraboo has a Sidewalk Policy, which is an appendix to Chapter 8 of the City Ordinances. The Policy contains financial provisions for the payment of special assessments for new sidewalk, including a provision for financial hardship. In February, 2019, the Public Safety Committee reviewed this specific hardship provision and recommended it be revised; however, an Ordinance approving their recommendation has yet to be considered by the Council.

Following is the recommended revision that was affirmed by the Public Safety Committee at their April 13<sup>th</sup> meeting.

**Fiscal Note:** ☒ **Not Required**   ☐ **Budgeted Expenditure**   ☐ **Not Budgeted**

**Comments:**

The amendment of the Sidewalk Policy, an addendum to Chapter 8 of the Municipal Code, within the Municipal Code of the City of Baraboo.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Appendix to Chapter VIII - City of Baraboo Sidewalk Policy of the Municipal Code of the City of Baraboo is hereby amended to read as follows:

**APPENDIX TO CHAPTER VIII - City of Baraboo Sidewalk Policy**

Revised ~~September 2017~~ April 2020

***Purpose.*** *This policy is intended to establish guidelines for the installation of new sidewalks and the replacement of existing sidewalks in the City of Baraboo and to document the methodology to be used to assess the costs associated with new sidewalk construction to the abutting property owner.*

Except as otherwise stated in this policy it is the goal of the City to have curb, gutter, and sidewalks, , on all existing and future streets for the benefit of the health, safety, and welfare of the citizens. Recognizing that neighborhoods change over time, the intent of this Policy is to promote safety, sociability, community, connectivity, and equilibrium throughout the City. The City of Baraboo is designated as an eco-municipality and as such, is committed to being a walkable community.

**Procedure - New Sidewalk Installation.** New sidewalk installation shall be coordinated by the City Engineer as directed by the Public Safety Committee and/or City Council. Locations for new sidewalk that will be installed entirely independent of any street construction work shall generally conform to the City's 1999 Sidewalk Planning Study unless special circumstances exist as determined by the Public Safety Committee. New sidewalk projects should be planned for street segments that are ranked in the top 25% of segments that do not have sidewalk and adjacent segments on a particular street should be grouped together rather than adhere to the strict priority ranking from the 1999 Study.

In addition, new sidewalk shall also be installed along streets that are reconstructed where no sidewalk previously existed unless special circumstances exist as determined by the Public Safety Committee.

Notices shall be mailed to property owners along streets slated to receive new sidewalk. This notice shall serve to notify the property owner that sidewalk will be installed and that assessments shall be levied against abutting properties. Special Assessment procedures shall conform to City Ordinances and applicable State Statutes.

As provided by City Ordinance, the abutting property owner has the option of installing their own sidewalk or hiring their own contractor to install sidewalk along their property. Any property owner choosing to install their own sidewalk or hire their own contractor must sign an agreement with the City establishing the guidelines for construction. Any property owner choosing to install their own sidewalk or hire their own contractor assumes full responsibility for all costs associated with the sidewalk installation with the exception of the credit available to the property for additional costs for special provisions.

**City Owned Property.** Whenever sidewalks are constructed on a street, all city owned parcels contiguous to the project will have sidewalk installed.

**Building Construction.** Sidewalks must be installed prior to an occupancy permit being issued for all new building construction and when there have been improvements to an existing building by 50% or more of the current or equalized value for the structure. Structures receiving occupancy permits between November 1st and May 30th of the following year shall be required to have sidewalks installed by the following June 30<sup>th</sup>.

**New Subdivisions.** Sidewalks shall be installed as provided in the Subdivider's Agreement.

Subdivider agrees to construct and install, at Subdivider's sole expense, all required sidewalks in accordance with the City's sidewalk standards and specifications. Sidewalks shall be constructed on both sides of each street within the Subdivision. All sidewalk construction within the Subdivision must be completed within three years of the date of the recording of the final plat of the Subdivision or the date of the execution of this Agreement, whichever occurs first. In all cases, sidewalks must be constructed for each individual lot within the Subdivision before an occupancy permit will be issued for said lot and in all cases all sidewalks within the Subdivision shall be completed within the three-year period stated herein. Subdivider agrees that upon completion of the sidewalk construction in accordance with this Agreement, Subdivider shall formally notify the City Building Inspector and request an inspection thereof. Upon such notification, the City Building Inspector shall make an inspection of the completed sidewalk. All sidewalks in the Subdivision shall be subject to acceptance of ownership and dedication and to the letter of credit provisions.

**Procedure-Sidewalk Replacement.** As provided by City Ordinance existing sidewalks in the City shall be inspected at least once every eight years. The City is divided into districts to facilitate the orderly inspection and repair of sidewalks.

As a guideline, it is the City's goal to endeavor to replace sidewalks if there are cracked or broken stones, spalled surface conditions, ponding or icing conditions or settling or heaving so as to cause a differential in joint elevation of 3/4 inch from one stone to the next.

Sidewalks required to be replaced will be marked by City Engineering Department staff.

Sidewalks marked for replacement shall be completely removed and replaced or repaired as deemed appropriate by the City Engineer.

**Design Standards.** Sidewalks shall be 5' wide and constructed of concrete in accordance with the City Specifications for Concrete Sidewalks as adopted by the Public Works Department. Sidewalks shall typically be installed on street right-of-way six inches from the property line. The sidewalk specifications for a particular project may require the removal of trees and landscaping encroachments; however, recognizing the City's Tree City USA designation, special effort will be made to save mature trees that are in very good or excellent condition. In situations where building encroachments or significant tree growth or other special circumstances exist, the sidewalk may be installed further from the property line and the width may be reduced to 4'. An effort shall be made so that both the width and alignment generally conform to other sidewalks in the area.

Sidewalks shall be installed through driveway sections to provide a uniform walking section and appearance.

Certain sidewalk projects may require the construction of walls and other improvements.



The City Engineer shall be notified and an inspection performed prior to pouring the sidewalk to approve the sidewalk location, grade line and forming.

**Assessment of Costs.** Costs for new sidewalk construction shall be assessed against abutting properties on a front foot basis. The assessed costs shall be calculated by combining the concrete costs with costs for clearing and grubbing of trees and brush, excavation and preparation of the grade, sub-base material, and turf restoration. This combined cost will be calculated on a square foot basis which will be multiplied by the sidewalk width to determine the front foot assessment cost.

Driveway restoration as required due to the installation will not be assessed provided the driveways are restored using similar materials to those existing prior to sidewalk installation. Enlargements or upgrades to the existing driveways shall be assessed at cost.

Carriage walks will be replaced at the owners request and will not be assessed against the abutting property provided the carriage walk is restored using similar materials to those existing prior to its removal. Enlargements or upgrades to the carriage walks shall be assessed at cost. A carriage walk is defined as a sidewalk located in the right-of-way, perpendicular to the street, between the curb and the sidewalk, but excludes curb ramps or sidewalks located at an intersection.

**Additional Costs for Special Provisions.** The hilly terrain in the City of Baraboo often requires that retaining walls, steps or other special provisions be constructed as a part of the sidewalk installation. To protect the property owner against the high cost of these special provisions, the City of Baraboo agrees to limit the total cost of the special assessment for sidewalk against any single property to 1.75 times the cost of the total sidewalk assessment for the parcel.

In the event that the property owner chooses to install the sidewalk and special conditions exist such as retaining wall construction, the property owner is eligible for a credit to apply against the cost of this added construction. The credit is calculated by multiplying the cost of the sidewalk assessment for the parcel (had the City completed the work) by 1.75 and subtracting from that the cost of the sidewalk assessment (had the City completed the work). Retaining wall materials and construction shall be approved by the City Engineer.

**Large Lot Adjustment.** For large lots in the City zoned for single family or two family residential the additional costs for special provisions as described above shall be limited to 1.75 times the cost of sidewalk for a standard residential lot of 132 feet of frontage. The parcel shall be assessed for the entire frontage for sidewalk construction as described above under assessment of costs. Only the additional costs for special provisions shall be subject to the adjustment described in this paragraph.

Multi-frontage lots will be responsible for all frontages.

**Exceptions:** The only exception to this Policy shall be in locations where the topography is such that sidewalk construction is not feasible or where the cost to construct sidewalk would be excessive, as determined by the City Engineer.

**Excessive Costs.** Should the costs of construction exceed three (3) times the cost of the contractors cost for sidewalk reconstruction as determined in the current years maintenance bids, the project will usually be considered to be infeasible to undertake; however, the Council may determine that a project is so important that it may exceed this limit.

**Financing.** Sidewalk assessments may be paid under one of the following alternatives:

- Pay in full within 30 days to avoid interest charges.
- 3-year installment agreement for assessments between \$500 and \$1,000. Pay 1/3 down within 30 days of date of invoice and sign an installment agreement. Interest rate will be the prime lending rate at the time of the agreement plus 1½%. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 5-year installment agreement for assessments over \$1,000. Pay 1/5<sup>th</sup> down within 30 days of date of invoice and sign an installment agreement. Interest rate will be the prime lending rate at the time of the agreement plus 1½%. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.

- 10-year installment agreement for assessments over \$10,000. Pay 1/10<sup>th</sup> down within 30 days of date of invoice and sign an installment agreement. Interest rate will be the prime lending rate at the time of the agreement plus 1½%. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- Community Development Block Grant for assessments over \$1,000. Applicants must be at 80% or less of median income for Sauk County and meet program qualifications. Funds are subject to availability. Application must be made to Community Development Authority and verification of application must be delivered to City Treasurer within 30 days of date of invoice. Interest will be waived during application process.
- Financial Hardship. A property owner who has a household income which is 80% or less of the medium income in Sauk County based upon the current published figures, or who is not eligible for a Community Development Block Grant loan as stated above, shall be eligible to repay the City for the assessment at the rate of \$100 per year or 5% of the total assessment, whichever is greater, plus annual interest of 1% until paid. The Community Development Authority staff shall verify low-income eligibility and shall make a recommendation as to such eligibility to the City Council. If there is an outstanding balance at the time of sale or transfer of the property, except between spouses, the remaining balance shall become due. A property owner requesting financial hardship eligibility shall submit a copy of their most recently filed current year State of Wisconsin tax return if filed, or otherwise show proof of annual household income.

For each year ending in either 5 or 0, the property owner shall re-submit proof of financial hardship to the City. If the property owner continues to qualify under the policy guidelines, the hardship status will remain. If the property owner does not qualify, the remaining balance of the assessment shall be paid pursuant to an Installment Agreement, the term of which will be determined based on said remaining balance as outlined above.

- Balance on Tax Roll. If the property owner does not pay in full within 30 days from the invoice date or qualify for an installment plan, the entire balance will be placed on the next tax roll for collection with interest added at 1% per month.

**Ownership Adjacent To Town Parcels.** When a landowner owns land adjacent to town parcels and has a driveway that enters the street going to the town parcel the property owner will be required to place sidewalk along the frontage of the street to a point that will access the driveway of the owners parcel in question. Where there is no driveway it shall be at the discretion of the council where the sidewalk shall end.

**Three-Sided Lots.** In those areas where new sidewalks are to be installed, if a sidewalk is to be installed on a lot, which has frontage on three sides, the property owner will be responsible for the street in front of the house and to the side of that frontage. The City will pay for the initial sidewalk construction on the street that would be to the rear of the house. Future maintenance of all sidewalks shall be the responsibility of the property owner.

2. The amended ordinance and Policy shall take effect upon passage and publication as provided by law.

Mayor's Approval: \_\_\_\_\_

Clerk's Certification: \_\_\_\_\_

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on April \_\_, 2020 and is recorded on page \_\_\_\_ of Volume \_\_\_\_.

City Clerk: \_\_\_\_\_

Assets:	February 29, 2020	December 31, 2019
<b>Current Assets:</b>		
Cash	\$ 94,866.34	\$ 343.67
Accounts Receivable	6,971.33	2,550.44
Prepaid Expenses	6,629.25	6,629.25
Advance to Airport Capital Fd	-	-
<b>Total Current Assets</b>	<u>108,466.92</u>	<u>9,523.36</u>
<b>Total Assets</b>	<u>\$ 108,466.92</u>	<u>\$ 9,523.36</u>
<b>Liabilities and Fund Equity:</b>		
<b>Liabilities:</b>		
Accounts Payable	\$ 2,370.00	\$ 835.12
Deferred Revenue	-	1,493.76
Advance from General	-	-
<b>Total Liabilities</b>	<u>2,370.00</u>	<u>2,328.88</u>
<b>Fund Equity:</b>		
Fund Balance	565.23	27,055.78
Non-Spendable Prepaid Expenses	6,629.25	6,629.25
Net Revenues/(Expenditures)	<u>98,902.44</u>	<u>(26,490.55)</u>
<b>Total Fund Equity</b>	<u>106,096.92</u>	<u>7,194.48</u>
<b>Total Liabilities and Fund Equity</b>	<u>\$ 108,466.92</u>	<u>\$ 9,523.36</u>



## Airport Fund 630

**Income Statement with Comparison to Budget  
For The Two Months Ending February 29, 2020**

<b>Revenues:</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Percentage of Budget</b>
Federal Transportation Grant	\$ -	\$ -	\$ -	-
Local Transportation Aid	-	-	-	-
Gas Sales	-	-	7,000.00	-
Landing Fee	388.74	388.74	4,000.00	9.72
Appropriations_ County	-	4,100.00	4,100.00	100.00
Appropriations- City	-	39,897.00	39,897.00	100.00
Appropriations-Lake Delton	-	39,897.00	39,897.00	100.00
Interest on Investments	-	9.53	140.00	6.81
Rents and Leases	600.00	1,600.00	18,000.00	8.89
Ag Land Rental	-	-	13,200.00	-
Hangar Lot Lease	-	26,212.83	27,000.00	97.08
Hangar Keeper Fee	-	-	-	-
Hangar rental	-	-	-	-
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
Miscellaneous Income	-	-	500.00	-
Proceeds from Notes	-	-	-	-
Fund Balance Applied	-	-	-	-
<b>Total Revenues</b>	<b>\$ 988.74</b>	<b>\$ 112,105.10</b>	<b>\$ 153,734.00</b>	<b>72.92</b>

**Expenditures:*****Airport***

Wages	\$ 536.15	\$ 793.21	\$ 9,572.00	8.29
Social Security	67.02	135.49	713.00	19.00
Retirement	72.95	148.50	780.00	19.04
Health Insurance	103.22	272.34	1,624.00	16.77
Life Insurance	-	-	5.00	-
Income Continuation	-	-	-	-
Contracted Services	-	-	42,000.00	-
Publishing	-	-	40.00	-
Professional Services	358.88	1,028.78	15,000.00	6.86
Telephone	60.61	60.61	700.00	8.66
Electricity	937.04	937.04	6,000.00	15.62
Heat	173.79	173.79	1,200.00	14.48
Repair & Maint Serv-Equipment	127.28	2,497.28	10,000.00	24.97
Fuel Station Maintenance	-	-	1,000.00	-
Repair & Maint Serv-Buildings	-	-	1,250.00	-
Special Services	-	-	2,200.00	-
DOT Maintenance Agreement	-	-	-	-
Repair & Maint Serv-Facilities	1,345.29	1,404.69	2,500.00	56.19
Snow Removal & Mowing	-	-	-	-

## Airport Fund 630

## Income Statement with Comparison to Budget (Continued)

For The Two Months Ending February 29, 2020

Expenditures (Continued):	Current Month	Year to Date	Budget	Percentage of Budget
<b><i>Airport (Continued)</i></b>				
Lighting Repairs	-	-	400.00	-
Runway & Taxi Repairs	-	-	6,405.00	-
Road Repair	-	-	-	-
Other Contracted Services	-	-	-	-
Office Supplies	-	-	50.00	-
Publications. Training. Dues	-	-	240.00	-
Travel	-	-	60.00	-
Operating Supplies	228.60	4,829.90	7,500.00	64.40
Gas. Diesel. Oil. Grease	755.58	755.58	4,500.00	16.79
Repair & Maint Materials	60.35	60.35	2,000.00	3.02
Repair & Maint - Buildings	-	-	2,000.00	-
Other Supplies & Expense	-	-	1,200.00	-
Small Equipment Purchase	-	-	500.00	-
Insurance	178.10	178.10	8,200.00	2.17
Rents and Leases	-	-	-	-
Extraordinary Expense	-	-	-	-
Equipment Purchases	-	-	12,500.00	-
Land or Land Improvements	-	-	13,595.00	-
Building Improvements	-	-	-	-
Facilities Improvements	-	(73.00)	-	-
Equipment Replacement	-	-	-	-
Cost Allocation	-	-	-	-
<b><i>Total Airport</i></b>	<b>\$ 5,004.86</b>	<b>\$ 13,202.66</b>	<b>\$ 153,734.00</b>	<b>8.59</b>
<b><i>Principal on Notes</i></b>				
Principal	\$ -	\$ -	\$ -	-
<b><i>Total Principal on Notes</i></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><i>Interest on Notes</i></b>				
Interest	\$ -	\$ -	\$ -	-
Cost Reallocation	-	-	-	-
<b><i>Total Interest on Notes</i></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ 5,004.86</b>	<b>\$ 13,202.66</b>	<b>\$ 153,734.00</b>	<b>8.59</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ (4,016.12)</b>	<b>\$ 98,902.44</b>	<b>\$ -</b>	

City of Baraboo  
 Airport Capital Imprvmnt Fund Fund 632  
 Balance Sheets  
 February 29, 2020 and December 31, 2019

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Assets:	<u>February 29, 2020</u>	<u>December 31, 2019</u>
<b><i>Current Assets:</i></b>		
Cash	\$ 115,047.66	\$ 132,169.19
Due from State	1,098.35	1,098.35
Due from Other Cities. Village	-	-
<b><i>Total Current Assets</i></b>	<u>116,146.01</u>	<u>133,267.54</u>
<b>Total Assets</b>	<u><u>\$ 116,146.01</u></u>	<u><u>\$ 133,267.54</u></u>
<b>Liabilities and Fund Equity:</b>		
<b><i>Liabilities:</i></b>		
Accounts Payable	\$ -	\$ 17,143.27
Due to State	-	-
Advance from Airport Operating	-	-
<b><i>Total Liabilities</i></b>	<u>-</u>	<u>17,143.27</u>
<b><i>Fund Equity:</i></b>		
Fund Balance	116,124.27	124,768.42
Net Revenues/(Expenditures)	21.74	(8,644.15)
<b><i>Total Fund Equity</i></b>	<u>116,146.01</u>	<u>116,124.27</u>
<b>Total Liabilities and Fund Equity</b>	<u><u>\$ 116,146.01</u></u>	<u><u>\$ 133,267.54</u></u>

City of Baraboo  
 Airport Capital Imprvmnt Fund Fund 632  
 Income Statement with Comparison to Budget  
 For The Two Months Ending February 29, 2020

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Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Federal Transportation Grant	\$ -	\$ -	\$ 150,000.00	-
Local Transportation Aid	-	-	8,333.00	-
Appropriations	-	-	-	-
Appropriations- City	-	-	-	-
Appropriations-Lake Delton	-	-	-	-
Interest on Investments	-	21.74	-	-
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 21.74</b>	<b>\$ 158,333.00</b>	<b>0.01</b>
<b>Expenditures:</b>				
<b><i>Interest on Notes</i></b>				
Interest	-	-	-	-
<b><i>Total Interest on Notes</i></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><i>Capital Losses</i></b>				
Other Supplies & Expense	-	-	-	-
<b><i>Total Capital Losses</i></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><i>Airport</i></b>				
Wages	-	-	-	-
Social Security	-	-	-	-
Retirement	-	-	-	-
Health Insurance	-	-	-	-
Equipment Purchases	-	-	-	-
Land or Land Improvements	-	-	-	-
Building Improvements	-	-	-	-
Facilities Improvements	-	-	166,667.00	-
Facilities Improvements-Contra	-	-	-	-
<b><i>Total Airport</i></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 166,667.00</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 166,667.00</b>	<b>-</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ 21.74</b>	<b>\$ (8,334.00)</b>	

City of Baraboo  
 Airport Fund 630  
 Balance Sheets  
 March 31, 2020 and December 31, 2019

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Assets:	March 31, 2020	December 31, 2019
<b>Current Assets:</b>		
Cash	\$ 93,764.27	\$ 343.67
Accounts Receivable	4,729.55	2,550.44
Prepaid Expenses	-	6,629.25
Advance to Airport Capital Fd	-	-
<b>Total Current Assets</b>	<u>98,493.82</u>	<u>9,523.36</u>
<b>Total Assets</b>	<u><u>\$ 98,493.82</u></u>	<u><u>\$ 9,523.36</u></u>
<b>Liabilities and Fund Equity:</b>		
<b>Liabilities:</b>		
Accounts Payable	\$ 5,396.60	\$ 835.12
Deferred Revenue	-	1,493.76
Advance from General	-	-
<b>Total Liabilities</b>	<u>5,396.60</u>	<u>2,328.88</u>
<b>Fund Equity:</b>		
Fund Balance	565.23	27,055.78
Non-Spendable Prepaid Expenses	6,629.25	6,629.25
Net Revenues/(Expenditures)	<u>85,902.74</u>	<u>(26,490.55)</u>
<b>Total Fund Equity</b>	<u>93,097.22</u>	<u>7,194.48</u>
<b>Total Liabilities and Fund Equity</b>	<u><u>\$ 98,493.82</u></u>	<u><u>\$ 9,523.36</u></u>

## Airport Fund 630

**Income Statement with Comparison to Budget  
For The Three Months Ending March 31, 2020**

<b>Revenues:</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Percentage of Budget</b>
Federal Transportation Grant	\$ -	\$ -	\$ -	-
Local Transportation Aid	-	-	-	-
Gas Sales	1,366.58	1,366.58	7,000.00	19.52
Landing Fee	388.74	777.48	4,000.00	19.44
Appropriations_ County	-	4,100.00	4,100.00	100.00
Appropriations- City	-	39,897.00	39,897.00	100.00
Appropriations-Lake Delton	-	39,897.00	39,897.00	100.00
Interest on Investments	-	28.50	140.00	20.36
Rents and Leases	800.00	2,400.00	18,000.00	13.33
Ag Land Rental	-	-	13,200.00	-
Hangar Lot Lease	-	26,212.83	27,000.00	97.08
Hangar Keeper Fee	-	-	-	-
Hangar rental	-	-	-	-
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
Miscellaneous Income	-	-	500.00	-
Proceeds from Notes	-	-	-	-
Fund Balance Applied	-	-	-	-
<b>Total Revenues</b>	<b>\$ 2,555.32</b>	<b>\$ 114,679.39</b>	<b>\$ 153,734.00</b>	<b>74.60</b>

**Expenditures:*****Airport***

Wages	\$ 451.05	\$ 1,244.26	\$ 9,572.00	13.00
Social Security	33.01	168.50	713.00	23.63
Retirement	36.78	185.28	780.00	23.75
Health Insurance	85.81	358.15	1,624.00	22.05
Life Insurance	-	-	5.00	-
Income Continuation	-	-	-	-
Contracted Services	-	-	42,000.00	-
Publishing	-	-	40.00	-
Professional Services	-	1,028.78	15,000.00	6.86
Telephone	60.68	121.29	700.00	17.33
Electricity	5,062.00	5,999.04	6,000.00	99.98
Heat	1,026.00	1,199.79	1,200.00	99.98
Repair & Maint Serv-Equipment	(2,370.00)	127.28	10,000.00	1.27
Fuel Station Maintenance	207.00	207.00	1,000.00	20.70
Repair & Maint Serv-Buildings	957.00	957.00	1,250.00	76.56
Special Services	-	-	2,200.00	-
DOT Maintenance Agreement	-	-	-	-
Repair & Maint Serv-Facilities	-	1,404.69	2,500.00	56.19
Snow Removal & Mowing	-	-	-	-

## Airport Fund 630

## Income Statement with Comparison to Budget (Continued)

For The Three Months Ending March 31, 2020

Expenditures (Continued):	Current Month	Year to Date	Budget	Percentage of Budget
<b><i>Airport (Continued)</i></b>				
Lighting Repairs	-	-	400.00	-
Runway & Taxi Repairs	-	-	6,405.00	-
Road Repair	-	-	-	-
Other Contracted Services	-	-	-	-
Office Supplies	-	-	50.00	-
Publications. Training. Dues	-	-	240.00	-
Travel	-	-	60.00	-
Operating Supplies	-	4,829.90	7,500.00	64.40
Gas. Diesel. Oil. Grease	882.78	1,638.36	4,500.00	36.41
Repair & Maint Materials	67.63	127.98	2,000.00	6.40
Repair & Maint - Buildings	-	-	2,000.00	-
Other Supplies & Expense	-	-	1,200.00	-
Small Equipment Purchase	-	-	500.00	-
Insurance	-	6,807.35	8,200.00	83.02
Rents and Leases	-	-	-	-
Extraordinary Expense	-	-	-	-
Equipment Purchases	2,445.00	2,445.00	12,500.00	19.56
Land or Land Improvements	-	-	13,595.00	-
Building Improvements	-	-	-	-
Facilities Improvements	-	(73.00)	-	-
Equipment Replacement	-	-	-	-
Cost Allocation	-	-	-	-
<b><i>Total Airport</i></b>	<b>\$ 8,944.74</b>	<b>\$ 28,776.65</b>	<b>\$ 153,734.00</b>	<b>18.72</b>
<b><i>Principal on Notes</i></b>				
Principal	\$ -	\$ -	\$ -	-
<b><i>Total Principal on Notes</i></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><i>Interest on Notes</i></b>				
Interest	\$ -	\$ -	\$ -	-
Cost Reallocation	-	-	-	-
<b><i>Total Interest on Notes</i></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ 8,944.74</b>	<b>\$ 28,776.65</b>	<b>\$ 153,734.00</b>	<b>18.72</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ (6,389.42)</b>	<b>\$ 85,902.74</b>	<b>\$ -</b>	

City of Baraboo  
 Airport Capital Imprvmnt Fund Fund 632  
 Balance Sheets  
 March 31, 2020 and December 31, 2019

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Assets:	<u>March 31, 2020</u>	<u>December 31, 2019</u>
<b><i>Current Assets:</i></b>		
Cash	\$ 115,070.67	\$ 132,169.19
Due from State	1,098.35	1,098.35
Due from Other Cities. Village	-	-
<b><i>Total Current Assets</i></b>	<u>116,169.02</u>	<u>133,267.54</u>
<b>Total Assets</b>	<u><u>\$ 116,169.02</u></u>	<u><u>\$ 133,267.54</u></u>
<b>Liabilities and Fund Equity:</b>		
<b><i>Liabilities:</i></b>		
Accounts Payable	\$ -	\$ 17,143.27
Due to State	-	-
Advance from Airport Operating	-	-
<b><i>Total Liabilities</i></b>	<u>-</u>	<u>17,143.27</u>
<b><i>Fund Equity:</i></b>		
Fund Balance	116,124.27	124,768.42
Net Revenues/(Expenditures)	44.75	(8,644.15)
<b><i>Total Fund Equity</i></b>	<u>116,169.02</u>	<u>116,124.27</u>
<b>Total Liabilities and Fund Equity</b>	<u><u>\$ 116,169.02</u></u>	<u><u>\$ 133,267.54</u></u>



City of Baraboo  
 Airport Capital Imprvmnt Fund Fund 632  
 Income Statement with Comparison to Budget  
 For The Three Months Ending March 31, 2020

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Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Federal Transportation Grant	\$ -	\$ -	\$ 150,000.00	-
Local Transportation Aid	-	-	8,333.00	-
Appropriations	-	-	-	-
Appropriations- City	-	-	-	-
Appropriations-Lake Delton	-	-	-	-
Interest on Investments	-	44.75	-	-
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 44.75</b>	<b>\$ 158,333.00</b>	<b>0.03</b>
<b>Expenditures:</b>				
<b><i>Interest on Notes</i></b>				
Interest	-	-	-	-
<b><i>Total Interest on Notes</i></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><i>Capital Losses</i></b>				
Other Supplies & Expense	-	-	-	-
<b><i>Total Capital Losses</i></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><i>Airport</i></b>				
Wages	-	-	-	-
Social Security	-	-	-	-
Retirement	-	-	-	-
Health Insurance	-	-	-	-
Equipment Purchases	-	-	-	-
Land or Land Improvements	-	-	-	-
Building Improvements	-	-	-	-
Facilities Improvements	-	-	166,667.00	-
Facilities Improvements-Contra	-	-	-	-
<b><i>Total Airport</i></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 166,667.00</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 166,667.00</b>	<b>-</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ 44.75</b>	<b>\$ (8,334.00)</b>	



**TREASURER'S INVESTMENT REPORT for February 2020****Average Rate of Return on Current Deposits:****Benchmarks:**

Total Receipts:	1,439,553.82	Avg Term			LGIP	1.62%
		General Funds:	6.2 M	1.50%		
Total Disbursements:	5,540,558.18	Utility Funds:	12.3 M	1.71%	90-day T-bill:	1.17%
		Segregated Funds:	23.6 M	2.17%		
		Securities w/Dana	3.99 yrs	2.13%	6M CD:	0.97%
		All Funds:	10.7 M	1.67%	12M CD:	1.30%
		Liquid:	62%		18M CD:	1.59%
		Term:	38%			

**Policy Objectives:**

- Safety:     ▪ \$2,775,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.
- Liquidity:   ▪ Investing in CD's when rates are favorable.
- Yield:       ▪ The Federal Reserve dropped the fed funds rate by .50% due to the coronavirus scare. I'm expecting CD rates to do the same.

**TRANSACTIONS**

#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Date	Rate	Amount	Interest
(1)	Reinvest	CD	General Fund	WCCU	54962-100		16 mos	2/22/2020	2.48%	150,000.00	Pd to MM
	New			BSB	107070345		28 mos	6/25/2022	1.95%	150,000.00	Pd to MM
Comments:											

**INVESTMENT ADVISOR TRANSACTIONS**

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield to Worst		Amount	Interest
									Yield - Maturity			
(1)	NONE											

Comments:

**REPORT OF BUILDING INSPECTION**  
**Construction, Plumbing, Electrical, HVAC, Commercial**  
**MARCH**

PERMIT TYPE	2019						2020					
	ISSUED	YTD	EST COST	YTD	FEES	YTD	ISSUED	YTD	EST COST	YTD	FEES	YTD
Commercial, New	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Commercial Addition	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	1	\$0.00	\$42,500,000.00	\$0.00	\$33,937.03
Commercial, Alterations	4	9	\$35,750.00	\$458,200.00	\$660.00	\$3,640.24	1	7	\$250,000.00	\$172,000.00	\$770.00	\$2,997.00
Commercial, Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential , New SF	0	0	\$0.00	\$0.00	\$0.00	\$0.00	1	1	\$299,000.00	\$0.00	\$964.02	\$964.02
Residential, New Duplex	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential, Additions	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential Remodel	7	12	\$108,565.00	\$154,563.00	\$525.00	\$960.00	5	18	\$49,500.00	\$325,805.00	\$451.39	\$1,786.10
Residential, Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Accessory Building Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$30.00	\$30.00
Roofing/Siding/Windows	19	29	\$409,542.00	\$646,542.00	\$2,260.00	\$3,376.00	7	11	\$57,900.00	\$21,500.00	\$378.00	\$522.00
Garage/Sheds/Deck/Fence	2	4	\$19,000.00	\$32,400.00	\$120.00	\$285.00	7	7	\$47,685.00	\$0.00	\$450.00	\$450.00
Multi-Family Units	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Plumbing Only	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	2	\$0.00	\$5,946.00	\$0.00	\$120.00
Electrical Only	1	11	\$350.00	\$29,521.00	\$60.00	\$820.00	4	13	\$23,526.00	\$75,673.00	\$320.00	\$1,055.00
HVAC Only	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	1	\$0.00	\$2,500.00	\$0.00	\$100.00
Sign Permits	3	5	\$2,500.00	\$4,500.00	\$150.00	\$270.00	2	2	\$3,500.00	\$0.00	\$120.00	\$120.00
Misc. Permits	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>36</b>	<b>70</b>	<b>\$575,707.00</b>	<b>\$1,325,726.00</b>	<b>\$3,775.00</b>	<b>\$9,351.24</b>	<b>27</b>	<b>63</b>	<b>\$731,111.00</b>	<b>\$43,103,424.00</b>	<b>\$3,483.41</b>	<b>\$42,081.15</b>

**Baraboo Fire Department  
Monthly Report - March 2020**

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<b>Incident Responses</b>	<b>March 2020</b>	<b>Year to Date 2019</b>	<b>Totals 2019</b>	<b>Year to Date 2020</b>	<b>Percentage Increase/Decrease</b>
Fire, Other	0	0	0	0	
Building Fire	1	4	12	3	10 <b>2020</b> Fire 12.35%
Fuel burner/boiler malfunction, fire confined	0	0	0	1	
Fire in Mobile Home used as a Fixed Structure	0	0	0	0	15 <b>Rescue</b> 18.52%
Fire in Structures other than Building	0	0	0	0	2 <b>Haz Mat</b> 2.47%
Cooking Fire	1	1	8	1	17 <b>Alarm</b> 20.99%
Chimney Fire	0	0	0	0	25 <b>Other</b> 30.86%
Vehicle Fire	0	3	8	3	4 <b>Mutual Aid</b> 4.94%
Wildland Fire	1	3	5	1	
Trash or Rubbish Fire Contained	0	0	0	0	
Outside Rubbish, Trash or Waste Fire	0	0	0	0	33 <b>2019</b> Fire 8.97%
Dumpster or other Trash Receptacle Fire	0	0	0	0	108 <b>Rescue</b> 29.35%
Outside Storage Fire	0	0	0	0	21 <b>Haz Mat</b> 5.71%
Outside Equipment Fire	1	0	0	1	
Outside Gas or Vapor Combustion Explosion	0	0	0	0	62 <b>Alarm</b> 16.85%
Medical Assist	2	2	35	4	131 <b>Other</b> 35.60%
Vehicle Crash	1	11	55	8	13 <b>Mutual Aid</b> 3.53%
Motor vehicle/pedestrian crash	0	1	1	1	
Search for Person on Land	0	0	1	0	
Extrication of Victim(s) from Building/Structure	0	0	0	1	
Extrication from Vehicles	0	0	7	0	
Extrication, Other	0	0	0	0	
Elevator Rescue	0	0	3	1	
Water/Ice Rescue	0	0	3	0	
High Angle Rescue	0	0	3	0	
Hazardous Material	0	3	16	0	
Carbon Monoxide Incident	1	1	5	2	
Hazardous Call, Other	0	5	24	1	
Vehicle Accident - General Cleanup	0	3	10	2	
Animal Rescue	0	0	0	0	
Water Problem, Other	0	1	1	0	
Smoke or Odor Removal	0	2	2	1	
Service Call, Other	0	1	3	0	
Lock-out	0	0	0	0	
Assist Police	1	8	14	2	
Public Service	0	1	8	0	
Unauthorized Burning	4	3	4	4	
Authorized Burning	1	1	4	1	
Good Intent Call	0	7	23	0	
Dispatched/Cancelled	3	9	35	10	
HazMat release investigation w/no HazMat	0	0	0	4	
No Incident found on arrival at dispatch address	0	0	0	2	
Wrong Location	0	0	0	0	
Smoke Scare, Odor of Smoke	1	0	1	1	
Steam, Vapor, Fog or Dust thought to be Smoke	0	0	0	1	
Malicious Alarm	0	1	2	0	
Bomb Threat	0	0	0	0	
Alarm	5	15	42	10	
Carbon Monoxide Alarm	2	5	18	7	
Lightning Strike	0	0	2	0	
Severe Weather Standby	0	0	0	0	
Mutual Aid - City	1	2	9	3	
Mutual Aid - Rural	0	1	4	1	
Mutual Aid Bx Alarms System (MABAS)	0	0	0	4	
<b>Totals</b>	<b>26</b>	<b>94</b>	<b>368</b>	<b>81</b>	<b>-13.83%</b>
			<b>0</b>		<b>Exposure Fires</b>
			<b>368</b>		<b>Total Incidents</b>

<b>Incident Responses by Municipality</b>	<b>Total Incidents</b>	<b>Percent</b>		
City of Baraboo	15	57.69%	49	60.49%
Village of West Baraboo	5	19.23%	8	9.88%
Town of Baraboo	2	7.69%	7	8.64%
Town of Fairfield	3	11.54%	4	4.94%
Town of Greenfield	0	0.00%	5	6.17%
Town of Sumpter	0	0.00%	0	0.00%
Mutual Aid - City	1	3.85%	3	3.70%
Mutual Aid - Rural	0	0.00%	1	1.23%
Mutual Aid Bx Alarms System (MABAS)	0	0.00%	4	4.94%
<b>Totals</b>	<b>26</b>	<b>100.00%</b>	<b>81</b>	<b>100.00%</b>

**Baraboo Fire Department  
Monthly Report - March 2020**

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<b>Fire Inspections</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec</b>
City of Baraboo	78	135	92									
Village of West Baraboo	117	13	1									
Town of Baraboo	1	1	0									
Town of Fairfield	2	2	0									
Town of Greenfield	0	0	0									
Town of Sumpter	0	0	0									
<b>Totals</b>	<b>198</b>	<b>151</b>	<b>93</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Inspections Year to Date</b>												<b>442</b>

<b>Fire Prevention Education - Current Month</b>	<b>Number of Activities</b>	<b>Number of Adults</b>	<b>Number of Children</b>	<b>Total Participants</b>
Fire Extinguisher and Fire Safety Training	0	0	0	0
Fire Safety Presentations	0	0	0	0
Fire Safety House Training	0	0	0	0
Other (Open House)	0	0	0	0
<b>Public CPR Class</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>4</b>
<b>Grand Totals</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>4</b>
<b>Total Fire Safety Contacts Year to Date</b>				<b>38</b>

	<b>Number of Smoke Alarms</b>	<b>Number of CO Alarms</b>	<b>Total</b>
<b>Install Smoke and Carbon Monoxide Alarms</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3 Year to Date Total</b>			

**NEW CATEGORY**

**Members Present:** Petty, Thurow, Kent

**Absent:**

**Others Present:** Mayor Palm, Adm. Downing, Atty. Truman, B. Zeman, C. Haggard, M. Hardy, T. Pinion

**Call to Order** –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Thurow to approve the minutes of February 25, 2020 and carried unanimously. Moved by Kent, seconded by Thurow to approve the agenda and carried unanimously.

### **Action Items**

- a) **Accounts Payable** – Moved by Kent, seconded by Thurow to recommend to Council for approval of the accounts payable for **\$704,498.36**. Motion carried unanimously.
- b) **4<sup>th</sup> Qtr. 2019 Budget Amendments** – The Committee reviewed the amendments as presented. Finance Director C. Haggard explained the budget amendments and the difference between supplemental budget, a new source of revenue to source a new expense during the year, and the budgetary transfers, transfers between one line item to another. Moved by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- c) **Financing Kayak Launch** – C. Haggard explained that she is looking for permission to pursue the most cost efficient way to finance the project overrun of about \$57,000; whether it be a line of credit or other short term financing. M. Hardy noted that a partial grant was already received for this project. With the cost overrun, we can ask for a grant amendment but there is no guarantee. M. Hardy has already reached out to several groups in the Baraboo area looking for options to help fund this project. Moved by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- d) **Engineering Contract of Kayak Launch** – M. Hardy noted that this originally an intergovernmental project between the City and West Baraboo with West Baraboo holding the grant. Because we only received a partial grant, it was decided that the Kayak Launch was the best use of these funds. The grant has been transferred to the City. The original engineering contract through the Village of West Baraboo was with MSA. The \$19,000 for the engineering portion will complete this project. The grant administration will be done by M. Hardy. Moved by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- e) **Construction of Kayak Launch** – M. Hardy stated that four bids were received for this project. The low bid of \$197,939 from Meise Construction, Inc. is being recommended for approval. Moved by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- f) **2019/2020 City Budget** – C. Haggard explained that these are projects from 2019 that did not come to completion. We are looking for permission to transfer these funds from 2019 to 2020. Moved by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

### **Information Items**

- **Attorney Report on Claims – Claim Denial: Betty Ast**, Slip and Fall at the Library on 02/05/2020
- **Finance Director Financial Statements**
  - **4<sup>th</sup> Qtr. 2019 Financial Statement**
  - **4<sup>th</sup> Qtr. 2019 Baraboo Transit Service Financial Statement**

**Adjournment** – Moved by Kent, seconded by Thurow and carried to adjourn at 6:48pm.  
Brenda Zeman, City Clerk

**Meeting Minutes****March 5, 2020****I. Call Meeting to Order and Note Compliance with Open Meeting Law**

Vice-Chair Jim Bowers called the meeting to order at 5:30 PM at the Baraboo Municipal Building, Room 205, 101 South Blvd., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

**II. Roll Call of Membership**

Present: Bowers, Ayar, Caflisch, Johnson, Mueller, Palm, Ryan, Walczak, Wastlund

Absent: Reppen, Taylor, White

Other: Patrick Cannon, Emily Truman

**III. Approve Minutes**

Motion to approve the minutes for February 6, 2020 meeting

Johnson (1); Palm (2)

Aye: All via voice vote

Nay: None

**IV. Approve Agenda**

Motion to approve the agenda as presented

Caflisch (1); Mueller (2)

Aye: All via voice vote

Nay: None

**V. Presentation**

City Attorney to present on (a) Open Meetings Laws/ Agenda Training and (b) the BEDC City Ordinance

**VI. Old Business****a. Updates on Development Activities**

- Mayor Palm updated on the following:
  - The State DOT will be reconstruction sidewalk ramps on HWY 113 & 136 in 2020 & 2021.
  - He served on a Review Committee for State Road projects. They had more applications than funding.
  - Bike Wisconsin will be in Baraboo in June. They will be staying at the Civic Center
  - The Chamber held an update on the local economy. There are over 1235 businesses within the zip code
  - The Mayor also attended an economic update put on by the Department of Revenue
  - The City has placed the other members of the Baraboo Ambulance District of its intention to explore other service options.
- Mr. Johnson that Ag prices are realistic and that the trade agreements will not start until later in the year.
- Mr. Taylor indicated that the banking industry is very strong at this time.
- Ms. Wastlund indicated that the CDA has granted a loan to the Al. Ringling Brewing Company.
- Ms. Mueller gave an update on the School remodeling project.
- Mr. Reppen indicated that the County has several issues that they are addressing.
- Dr. Ayar indicated that over all Higher Education is struggling with enrollment
- Mr. Bowers indicated that nothing significant has happened in the Village. He also indicated that a fundraiser was help for the homeless shelter.



**VII. New Business**

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**a. Establishing 2020 Goals for BEDC**

The Mayor updated the Board on the areas of housing and what vacant parcels are available within the City.

The question of changing to bi-monthly meetings was approached and will be included on the agenda for the March meeting.

**VII. Update Partner Presentation Schedule**

No additional comments were provided.

**VIII. Commissioner and City Staff comments**

No additional comments were provided.

**IX. Adjournment**

Motion to adjourn the meeting was made at 6:49 pm.

Johnson (1); Taylor (2)

Aye: All via voice vote

Nay: None

Jim Bowers  
Vice-Chairperson

Patrick Cannon  
Recorder

## Minutes of the Public Safety Committee Meeting – February 24, 2020

**Members Present:** Phil Wedekind and Tom Kolb. Mike Plautz was absent. **Others Present:** Kennie Downing, Emily Truman, Mark Schauf, Kevin Stieve, Tom Pinion, Wade Peterson, and Tony Gilman.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Wedekind to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Wedekind to approve the minutes of the January 27, 2020 meeting. Motion carried unanimously.

### New Business

- a. Review Bid Tabulations for 2020 PW Projects and recommend award of contracts – Pinion presented the bid tabulation for the six proposals. He recommends all contracts be awarded to the low bidder. It was moved by Kolb, seconded by Wedekind to accept the low bid on all six proposals. Motion carried unanimously.
- b. Review Proposals for Concrete Grinding and recommend award of contract – It was moved by Kolb, seconded by Wedekind to accept the low proposal on the Concrete Grinding and Concrete Leveling. Motion carried unanimously.
- c. Review Proposals for Concrete Leveling and recommend award of contract – See Concrete Grinding above.
- d. Review and approve design and placement of new Wayfinding Signs – Pinion presented the background to Committee. He said that the Chamber is proposing to remove all existing wayfinding signage and provide 30 new signs, 17 of which would be located within the City. He said that because these signs are not official traffic signs, the Committee's approval is necessary for the signs to be placed in the public right-of-way. It was moved by Kolb, seconded by Wedekind to approve the design and placement of new Wayfinding Signs. Motion carried unanimously.
- e. Review and recommend adopting certain Sections of Chapters 940, 941, 942, 943, 944, 966, and 961 of the Wisconsin State Statutes by reference in Chapter 9 – Orderly Conduct of the City's General Code of Ordinances – Chief Schauf said that when police are investigating incidents, they can take enforcement as an ordinance violation, which is the City Code, or they can take enforcement under criminal statutes. He said that the burden for proof for criminal is beyond a reasonable doubt and that sometimes can be difficult to achieve, whereas, for a City ordinance violation the burden of proof is clear and convincing. He said by having these offenses added to the City Code would give the department the ability to charge some of these offenses as ordinance violations without having the higher burden of proof. He said additionally, one of the options that this provides is the ability to keep kids and/or first time offenders out of the criminal justice system, but hold them accountable by issuing charges appropriately, and it would then be handled by the City Attorney's office, who then has a number of options through the prosecution that they can handle. He said it this could be a way to hold a first time offender accountable, but not have them put into the criminal system as an offender. He said that the Statutes that are in the packet and being recommended for adoption by the Code are offenses that the police department commonly deals. It was stated that these offenses would all be under forfeitures and be at the discretion of the officer. Discussion then took place regarding non-payment of forfeitures. It was moved by Kolb, seconded by Wedekind to recommend adopting certain sections of Chapters 940, 941, 942, 943, 944, 966, and 961 of the Wisconsin state Statutes as presented. Motion carried unanimously.
- f. Review and recommend approval of a Memorandum of Understanding for Mutual Aid and Fire suppression services between the Baraboo Fire Department and the Wisconsin Department of Natural Resources for compensation for fishing forest fires or prescribed burn assistance – Kevin Stieve presented the information to the Committee. He said that the City of Attorney as reviewed this and feels comfortable with it. It was moved by Kolb, seconded by Wedekind to recommend approve of MOU between the Baraboo Fire Department of the Wisconsin DNR as presented. Motion carried unanimously.
- g. Review and recommendation to proceed with acquisition and or demolition of the former St. Mary's Ringling Memorial Hospital at 1208 Oak Street – Pinion presented the background stating that this property has been a thorn for the Police Department and the City for several years. He said that there is money in the 2020 budget to take care of this public nuisance. He said that there are many steps to go through and is not sure that it will be done in this calendar year. He said that with the Council's blessing, the City would begin the process. It was moved Kolb, seconded by Wedekind to recommend proceeding with the acquisition and/or demolition of the property at 1208 Oak Street. Motion carried unanimously.

- h. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for February 2020 – It was moved by Kolb, seconded by Wedekind to approve the monthly Billing Adjustments/Credits as presented. Motion carried unanimously.

## **Reports**

- a. Utility Superintendent's Report
- i. Staffing updates – Peterson said it is being advertised at this time for a Water Crewman, taking applications until March 3.
  - ii. Project updates – Peterson said that water/sewer river syphon project by the old pump house has started. He said some water mains were laid last week, and they plan to start the directional drill next week.
- b. Street Superintendent's Report
- i. Staffing updates – Gilman said 24 applicants applied for the licensed semi-skilled position, and an offered was extended to the preferred candidate, who is expected to start on March 2.
  - ii. Equipment updates – Gilman said 24 applicants applied for the licensed semi-skilled position, and an offered was extended to the preferred candidate, who is expected to start on March 2.
  - iii. Projects updates – Pinion said that they are the streets that are included in this year's budget. Mound Street from Elizabeth to Remington; Tuttle Street from 9<sup>th</sup> to 10<sup>th</sup>; half of Lincoln, from 2<sup>nd</sup> to 3<sup>rd</sup>; far north of Elizabeth Street is our half ; 1-1/2 block of 13<sup>th</sup> Avenue, which the City will continue sidewalk; and new sidewalk on the one block of Tuttle Street.
- b. Police Chief's Report
- i. Staffing updates – Schauf said that the department has one officer in field training at this time. He said there are two vacancies and interviews were conducted with Police & Fire Commission on February 8, background checks are being done now. He said that he is anticipating at least one retirement, maybe this year, or the start of next year.
  - ii. 2019 Annual Report – Schauf said there is a lot of information in the report such as use of force, number of calls, etc. He encouraged the Committee to review the report and confer with him for questions.
- c. Fire Chief's Report – Stieve gave the committee a couple of handouts to review. He said the handouts shows staffing, updates on the Fire Department Operation Study. He asked the Committee to come to him with any questions after reviewing.

**AJOURNMENT** – It was moved by Kolb, seconded by Wedekind to adjourn at 1:35 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

**Baraboo-Wisconsin Dells Airport Commission**

March 12, 2020

Present: Michael Palm (Baraboo), Mark Whitfield (Village of Lake Delton).

Also Present: Kennie Downing (Airport Manager), Bill Murphy (FBO), Brandon Scott (Phoenix Flight Services)

The owner representatives met at the Baraboo Municipal Building, 101 South Blvd, Baraboo.

The meeting was called to order by Palm at 8:00 AM and roll call was noted by Downing of those present. Compliance of the Open Meeting Law was noted by Palm.

**Previous Minutes**

Approval of the meeting minutes of February 25, 2020. A motion was made by Whitfield, seconded by Palm and approved unanimously.

**Approve Agenda**

Moved by Whitfield to approve the agenda, seconded by Palm and carried unanimously.

**2. APPEARANCES/PRESENTATIONS - None****3. PUBLIC COMMENT - None****4. ACTION ITEMS**

Discussion of New FBO application for Phoenix Flight Services. Whitfield made a motion to approve the FBO with the following conditions:

- 1) That the City of Baraboo City Attorney draft amendments to contracts with hanger owners to allow them to sublease space within their hanger to airport-related businesses, subject Airport Commission approval,
- 2) That Phoenix Flight Services/Brandon Scott obtain appropriate funding to finance the business per his written proposal and answers to supplemental Airport Commission questions, and
- 3) Provide the Airport Commission with a start date for the operation.

**Seconded by Palm and approved unanimously.**

It was also recommended that Mr. Scott reach out to members of the Village of Lake Delton Village Board to build a positive relationship.

**INFORMATION ITEMS**

**Next Meeting Date:** will be scheduled as needed.

**ADJOURNMENT:** A motion was made by Whitfield and seconded by Palm to adjourn at 8:47AM. Carried unanimously.

Present: Alderpersons John Ellington, Heather Kierzek & Vacant  
Absent: None  
Also Present: City Administrator, Kennie Downing; Finance Director, Cynthia Haggard; Police Chief, Mark Schauf; City Attorney, Emily Truman; and City Clerk, Brenda Zeman.  
Citizen Present: None

The meeting was called to order by Chairman John Ellington at 8:00AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Kierzek to approve the minutes of February 26, 2020, seconded by Ellington and unanimously carried.

Motion by Kierzek to approve agenda, seconded by Ellington and unanimously carried.

Review and recommendation to the Council – Operator's Licenses.

Chief Schauf mentioned there was nothing precluding the issuance of licenses to Marianne Prusiewicz, Jeffery Hinze and David Bower and recommended approval.

Motion to recommend to approve and move on to Council the Operator's Licenses for Marianne Prusiewicz, Jeffery Hinze and David Bower by Kierzek, seconded by Ellington and unanimously carried.

Review and recommend staff to amend Section 12.02 of the Baraboo Municipal Code to have the Common Council delegate the ability to issue operator's licenses to the City Clerk

City Attorney Truman stated that up until about a year ago, the licenses were approved by the City Clerk. It came to the attention of the City that it was not allowed per Statute. The City Code was updated to have the licenses go to Administrative Committee then to Council.

A couple of weeks ago, the legislature updated the law to how the City used to do it by having the City Clerk approve them.

Aldersperson Ellington questioned if the Administrative Committee would get the licenses at all. Truman responded that if the licenses are not recommended for approval, those cases would be routed through the Committee.

Motion to recommend to approve and move on to Council the amended Section 12.02 of the Baraboo municipal Code to have Common Council delegate the ability to issue operator's licenses to the City Clerk by Kierzek, seconded by Ellington and unanimously carried.

Review and recommend adopting an Ordinance allowing remote participation at meetings

Motion to recommend adopting an Ordinance allowing remote participation at meetings to Council by Kierzek, seconded by Ellington and unanimously carried.

Member comments

The next meeting will be Monday, May 4 at 8:00AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Kierzek, seconded by Ellington and unanimously carried. Meeting adjourned at 8:16AM CST.

Respectfully submitted,  
Cynthia Haggard, Finance Director

Baraboo District Ambulance Commission  
AD HOC Transition Committee  
January 30<sup>th</sup>, 2020 Meeting  
Approved Minutes

Members Present: Terry Turnquist, Tim Stieve, Robin Meier, Caleb Johnson, Steve Woodstock, Betsy Larson, Troy Snow

Others Present: Bridget Cooke

- 1) The initial meeting of the AD HOC Transition Committee was called to order by Terry Turnquist on January 30<sup>th</sup>, 2020 at 1:00 pm and roll call was taken. Snow confirmed that the meeting had been posted in compliance with the Open Meeting Laws.
- 2) Adopt Agenda: Motion by Caleb Johnson, 2<sup>nd</sup> by Steven Woodstock to adopt agenda. Motion carried.
- 3) Election of Officers: Motion by Robin Meier, 2<sup>nd</sup> by Tim Stieve to elect Terry Turnquist as Chair. No other nominations were made. Motion by Robin Meier, 2<sup>nd</sup> by Troy Snow to close nominations and cast a unanimous ballot for Terry Turnquist as Chair. Motion carried. Motion by Terry Turnquist, 2<sup>nd</sup> by Caleb Johnson to elect Joel Petty as Vice Chair. No other nominations were made. Motion by Robin Meier, 2<sup>nd</sup> by Tim Stieve to close nominations and cast a unanimous ballot for Joel Petty as Vice Chair. Motion carried. Motion by Terry Turnquist, 2<sup>nd</sup> by Robin Meier to elect Tim Stieve as Secretary. No other nominations were made. Motion by Robin Meier, 2<sup>nd</sup> by Betsy Larson to close nominations and cast a unanimous ballot for Tim Stieve as Secretary. Motion carried.
- 4) New Business
  - a) Compile prioritized list of areas for the Ad Hoc Committee to address. Discussion followed and the following is a list that was developed for the immediate future.
    - (1) BDAS Organizational Chart/Structure
    - (2) Billing – Contracted Service versus In-house
      - (i) Develop RFP for Billing Services
      - (ii) Billing Software updates
    - (3) Medical Direction Services
    - (4) Training Center
    - (5) Contracted IT Services versus In-house
    - (6) Review of Clinical Staffing
    - (7) Review of Management Study previously completed on BDAS
    - (8) BDAS Legal Services
    - (9) Review of all Policies, Procedures, Commission By-Laws
    - (10) Update/Development of Employee handbook
    - (11) Performance Appraisals for all staff

Baraboo District Ambulance Commission  
AD HOC Transition Committee  
January 30<sup>th</sup>, 2020 Meeting  
Draft Minutes

- b) Review and discussion of BDAS Current Organizational Chart. BDAS Organizational Chart was passed out.
  - c) Motion by Robin Meier, 2<sup>nd</sup> by Troy Snow to convene in Closed Session pursuant to §19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Review and discussion of potential changes in the Organizational Structure to recommend to full Commission. Roll Call vote – Turnquist-yes, Meier-yes, Stieve-yes, Snow-yes, Larson-yes, Johnson-yes, Woodstock-yes.
  - d) Open Session: Motion by Tim Stieve, 2<sup>nd</sup> by Caleb Johnson to return to open session. Roll call vote– Turnquist-yes, Meier-yes, Stieve-yes, Snow-yes, Larson-yes, Johnson-yes, Woodstock-yes.
  - e) Discuss need for RFP for billing services was covered under a).
- 5) Set next Meeting and agenda items – meeting was set for February 13<sup>th</sup>, 2020 to start at 9:00 a.m. if that works for Joel Petty otherwise meeting to start at 10:00 am.  
Next agenda to include discussion of the Organizational Chart/Structure and Billing services, including RFP for outside Billing services.
- 6) Adjournment – Motion by Troy Snow, 2<sup>nd</sup> by Robin Meier to adjourn. Motion Carried.

Respectfully Submitted,

Tim Stieve, Secretary  
Baraboo District Ambulance Commission

Baraboo District Ambulance Commission  
AD HOC Transition Committee  
February 13<sup>h</sup>, 2020 Meeting  
Approved Minutes

Members Present: Terry Turnquist, Tim Stieve, Robin Meier, Caleb Johnson, Steve Woodstock, Betsy Larson, Troy Snow, Joel Petty

Others Present: None

- 1) AD HOC Transition Committee was called to order by Terry Turnquist on February 13<sup>th</sup>, 2020 at 9:00 am. Troy Snow confirmed that the meeting had been posted in compliance with the Open Meeting Laws.
- 2) Adopt Agenda: Troy asked that we discuss the RFP under new business (5.b.) prior to the organizational chart (5.a.) seeing it may affect the discussion under the organizational chart. Motion by Robin Meier, 2<sup>nd</sup> by Joel Petty to adopt agenda with the order change. Motion carried.
- 3) Approve Minutes of January 30<sup>th</sup>, 2020 meeting: Motion by Troy Snow, 2<sup>nd</sup> by Robin Meier to approve. Motion carried.
- 4) Public Invited to speak: No one present.
- 5) New Business
  - a) Review and discussion of BDAS Current Organizational Chart. Caleb Johnson handed out the existing Org Chart along with two versions discussed at the last meeting along with a “Purpose & Summary by title” and existing Positions Descriptions. Discussion followed regarding the “new” Org Chart. A number of changes were made which included: Making the Deputy Chief the Training Officer, the HR position Full time, remove the Medical Director from the actual chart and just have it listed off to the side with the other services (i.e., IT, Legal Services) that the Committee at this time is recommending. Billing Services will remain listed under Financials in this Org Chart regardless of whether or not they stay in house versus contracted. Caleb Johnson will make all the corrections discussed and will forward to committee members. Motion by Tim Stieve, 2<sup>nd</sup> Joel Petty to advance this new Org Chart to the BDAS Commission for approval to move forward with this structure. Motion Carried.
  - b) Review and discussion of Billing Services RFP. The committee through the Draft RFP for Billing Services page by page and agreed on a number of changes to be made. Troy Snow will make the changes and will send the RFP out on Friday February 14<sup>th</sup> with a due date of March 2<sup>nd</sup>, 2020. Committee will meet on March 3<sup>rd</sup>, 2020 to review responses received. Motion by Caleb Johnson, 2<sup>nd</sup> by Betsy Larsen to get the RFP sent out with the numerous changes made. Motion Carried.
  - c) Review and discussion of list of items for committee to address. Discussed what if anything needs to change. List looks good but some items can be shifted to the Management Team if and when the new Org Chart is approved.
- 6) Set next Meeting Date and Agenda. Committee decided they would next meet on March 3<sup>rd</sup>, 2020 and the only agenda item at this time will be reviewing the Billing Services RFP responses.
- 7) Adjourn. Move by Caleb Johnson, 2<sup>nd</sup> by Troy snow to adjourn. Motion Carried.

Respectfully submitted, Tim Stieve Secretary



Baraboo District Ambulance Commission  
AD HOC Transition Committee  
March 3<sup>rd</sup>, 2020 Meeting  
Approved Minutes

Members Present: Terry Turnquist, Tim Stieve, Robin Meier, Caleb Johnson, Steve Woodstock, Betsy Larson, Troy Snow, Joel Petty

Others Present: Kennie Downing

- 1) AD HOC Transition Committee was called to order by Terry Turnquist on March 3<sup>rd</sup>, 2020 at 9:00 am. Troy Snow confirmed that the meeting had been posted in compliance with the Open Meeting Laws.
- 2) Adopt Agenda: Tim Stieve made a motion to approved the agenda with once change under 5.c) should be Interim Director, not Interim Chief, 2<sup>nd</sup> by Joel Petty to adopt agenda with the change. Motion carried.
- 3) Approve Minutes of February 13<sup>th</sup>, 2020 meeting: Motion by Tim Stieve, 2<sup>nd</sup> by Joel Petty to approve. Motion carried.
- 4) Public Invited to speak: Kennie Downing was present she stated that she is still being contacted by BDAS staff with concerns that include their opinions are not being heard, concerned about retaliation, hostile workplace, concerns remain that staff are going to the City Administrator, Kennie also noted that a long term goal should be to look at the efficiency of BDAS seems as if staffing is heavy for this size of service. Discussion followed with the committee.
- 5) New Business
  - a) Review and discussion of Billing Services RFP responses. Each response was opened and reviewed by the committee as a whole. Upon opening all six responses a score sheet was created by Kennie using the criteria outlined in the RFP. Each committee member completed a score sheet on each response and all were tallied. (See score tally sheet attached). Upon completing the scoring, a motion was made by Tim Stieve, 2<sup>nd</sup> by Robin Meier that we recommend to the BDAS Commission that we move forward with the top scoring company, AMB and to move towards switching to this billing service. Motion Carried.
  - b) Review of Organizational Chart – approval for March 11<sup>th</sup> Commission Meeting. Discussion was followed. Motion by Robin Meier, 2<sup>nd</sup> by Caleb Johnson that we recommend that BDAS Commission approve the Org Chart (see attached) with the change that we remove Officer under the Deputy Chief Training Box. Motion carried. A motion was made by Robin Meier that if for some reason the chart is not adopted that we recommend to BDAS that Billing Services be moved under the finance Director immediately, 2<sup>nd</sup> by Betsy Larsen. Motion Carried.
  - c) Discussion of RFP for Interim Director per direction of the Commission. Tim noted that Kennie had sent the draft version. Tim noted he made only a few changes based on the fact the entire committee would be reviewing/modify as needed. Discussion followed and it was agreed that each committee member should take some time and review the draft RFP and we would meet again on March 5<sup>th</sup>, 2020 9:30 am to go through the RFP and make any needed changes.

- 6) Set next meeting and agenda. Next meeting was set for March 5<sup>th</sup>, 2020 with agenda items:
- a) Discuss and finalize RFP for Interim EMS Director per direction of the Commission
  - b) Discussion of Ad Hoc Personnel committee and possible need for listening sessions
  - c) Discuss & finalize Employee Complaint Policy to be recommended to BDAS Commission for Approval.

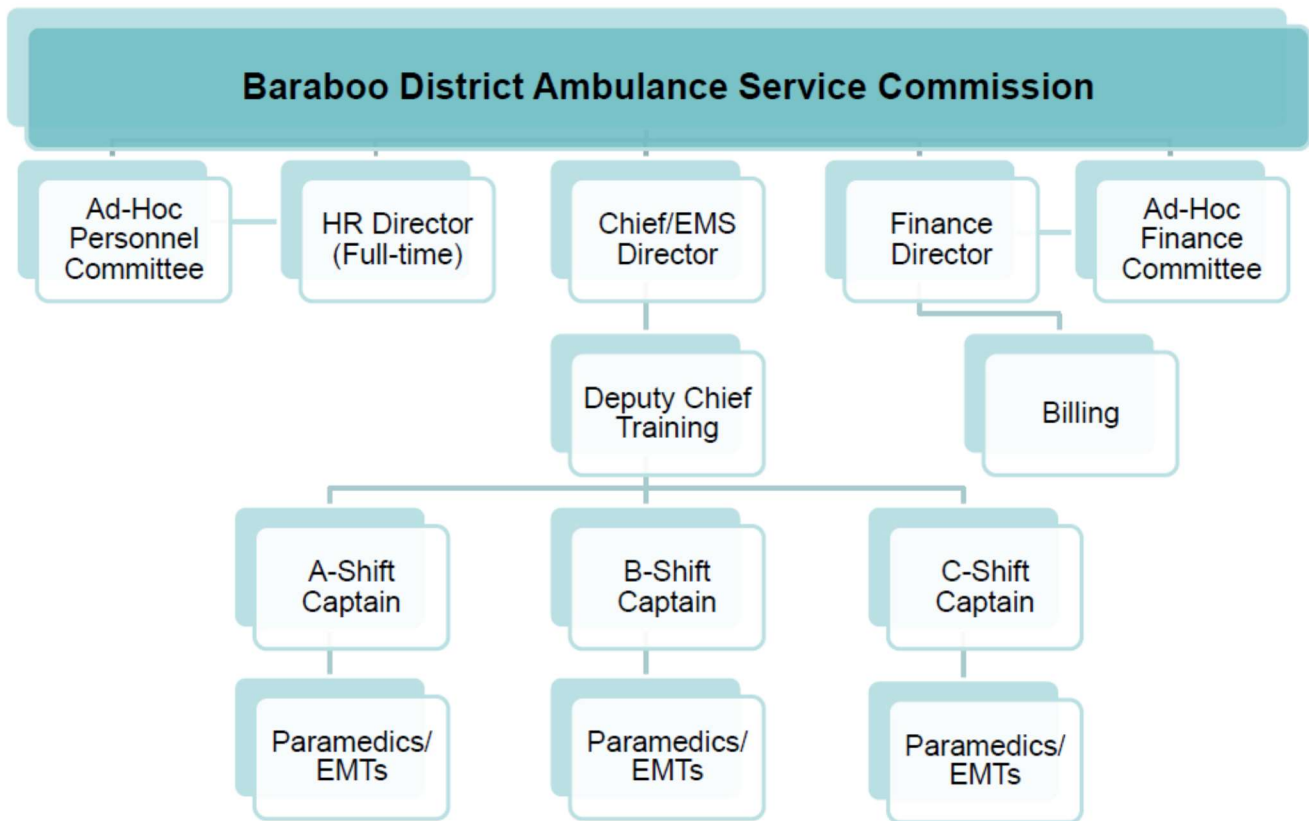
It was also decided that the Committee should also meet on March 17<sup>th</sup>, 2020 @ 9:00 am with the preliminary agenda items to be: review of Job Descriptions for the HR Director, Chief and Finance Director as shown on the Org Chart and to discuss/create/review an RFP for Legal Services.

- 7) Adjourn. Move by Tim Stieve, 2<sup>nd</sup> by Joel Petty to adjourn. Motion Carried.

Respectfully submitted, Tim Stieve Secretary

**Rating Sheet Results**  
**Baraboo District Ambulance Service RFP - EMS Billing and Collection Services**

<b>Evaluator Name</b>	<b>AMB</b>	<b>ECP</b>	<b>LifeQuest</b>	<b>Quick Med Claims</b>	<b>Cornerstone</b>	<b>Billing Pros</b>
Robin Meier	95	40	75	80	60	55
Troy Snow	95	35	65	90	55	60
Caleb Johnson	95	35	75	55	50	45
Terry Turnquist	95	50	95	85	80	90
Steve Woodstock	100	30	65	75	50	75
Betsy Larsen	100	50	55	95	50	50
Joel Petty	100	45	60	70	55	65
Tim Stieve	100	50	85	85	70	60
<b>TOTAL</b>	<b>780</b>	<b>335</b>	<b>575</b>	<b>635</b>	<b>470</b>	<b>500</b>



Revised Proposal  
3-5-2020

Baraboo District Ambulance Commission  
AD HOC Transition Committee  
March 5<sup>th</sup>, 2020 Meeting  
Approved Minutes

Members Present: Terry Turnquist, Tim Stieve, Robin Meier, Caleb Johnson, Steve Woodstock, Betsy Larson, Troy Snow, Joel Petty

Others Present:

- 1) AD HOC Transition Committee was called to order by Terry Turnquist on March 17<sup>th</sup>, 2020 at 9:30 am. Troy Snow confirmed that the meeting had been posted in compliance with the Open Meeting Laws.
- 2) Adopt Agenda: Motion by Robin Meier, 2<sup>nd</sup> by Caleb Johnson to adopt agenda. Motion carried.
- 3) Approve Minutes of March 3<sup>rd</sup>, 2020 meeting: Motion by Robin Meier, 2<sup>nd</sup> by Joel Petty to approve with a couple minor changes, change item 4 line 3 to add “remain” after concerns and to underline the first sentence in item 5.c). Motion carried.
- 4) Public Invited to speak:
- 5) New Business
  - a) Discuss and finalize RFP for Interim EMS Director per direction of the Commission. Committee went through the Draft RFP page by page. Caleb Johnson will be making final changes to the RFP. Motion by Robin Meier, 2<sup>nd</sup> by Joel Petty to approve sending the revised RFP to the BDAS commission for approval. Motion Carried.
  - b) Discussion of Ad Hoc Personnel committee and possible need for listening sessions. Motion by Tim Stieve that we recommend to the BDAS Commission that an Ad Hoc Personnel Committee be established immediately if the Organization Chart is not adopted, 2<sup>nd</sup> by Robin Meier. Motion Carried.
  - c) Discuss and finalize Employee Complaint Policy to be recommended to BDAS Commission for Approval. Committee discussed the proposed changes to the Employee Complaint Policy. Motion by Caleb Johnson, 2<sup>nd</sup> by Joel Petty to forward the updated policy to the BDAS Commission for approval by the Commission. Motion Carried.
- 6) Set next meeting and agenda. Next meeting was set for March 17<sup>th</sup>, 2020 with agenda items:
  - a) Review and Finalize Job Descriptions for the HR Director, Chief, Deputy Chief & Finance Director for approval and recommendation for approval to BDAS Commission.
  - b) Review and approve RFP for Legal Services
  - c) Review of the By-laws
  - d) Update on List of Items to be addressed
- 7) Adjourn. Move by Joel Petty, 2<sup>nd</sup> by Troy Snow to adjourn. Motion Carried.

Respectfully submitted, Tim Stieve Secretary

## Minutes of Plan Commission Meeting March 17, 2020

**Call to Order** – Phil Wedekind called the meeting of the Commission to order at 5:15 PM.

**Roll Call** – Present were Phil Wedekind, Roy Franzen, Jim O'Neill, Kolb, and Dee Marshall. Dennis Thurow and Pat Liston were absent.

Also in attendance were Mayor Palm, Engineer Tom Pinion, Kennie Downing, and John Downing.

### **Call to Order**

- a. Note compliance with the Open Meeting Law. Wedekind noted compliance with the Open Meeting Law.
- b. Agenda Approval: It was moved by O'Neill, seconded by Kolb to approve the agenda as posted. Motion carried unanimously.
- c. Minutes Approval: It was moved by O'Neill, seconded by Franzen to approve the minutes of the February 18, 2020 meeting. Motion carried unanimously.

**Public Invited to Speak** (*Any citizen has the right to speak on any item of business that is on the agenda for Commission action if recognized by the presiding officer.*) –There were no speakers.

### **Public Hearing**

- a. The request of Kennie & John Downing for a Conditional Use Permit to convert the existing structure into a two-family residential dwelling in an R-1A Single-Family Residential zoning district, located at 440 16<sup>th</sup> Street, City of Baraboo, Sauk County - There being no speakers, the hearing was declared closed.

### **New Business**

- a. Consider Kennie & John Downing's request for a Conditional Use Permit to convert the existing structure into a two-family residential dwelling in an R-1A Single-Family Residential zoning district, located at 440 16<sup>th</sup> Street, City of Baraboo, Sauk County Wisconsin – Pinion presented background saying that the house was built in 1961 and the owner reportedly built the home so that the two floors could easily be separated into two individual units; however, has not ever been used for anything other than a single-family home. He said that the Downings would like to convert the property into a two-family dwelling. Pinion said that the home already has two separate entrances, independent garages with two driveways, and will not require any remodeling. He said that two-flat dwellings in an R-1A zoning district are listed as a conditional use. It was moved by Kolb, seconded by Franzen to approve the Conditional Use Permit as requested. On roll call vote for the motion, Ayes-Franzen, O'Neill, Kolb, Marshall, and Wedekind. Nay-0, motion carried 5-0.

**Adjournment** - It was moved by Kolb, seconded by O'Neill to adjourn at 5:20 p.m. The motion carried unanimously.

Phil Wedekind, Mayor Designee